Application for Withdrawal Without Penalty

Student Details

<table>
<thead>
<tr>
<th>Student No</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you a recipient of a scholarship?  
☐ No  ☐ Yes  
If yes provide details:

Course and Unit Details

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Teaching Period</th>
<th>Have you attended the Exam?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes or No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you submitted an Academic Progression Status or Unit Appeal?  
Yes ☐  No ☐

Reason for Request

- Please summarise the special circumstances that have impacted on your ability to withdraw from the above unit(s) prior to the census date. Supporting document is to be attached to this application

I have attached my supporting documentation to my application. I understand that if the relevant supporting documentation is not provided, the application will not be processed. Non-official documentation will not be accepted

Yes ☐

Student Declaration

I declare that the information supplied on this application and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect or misleading information or the withholding of relevant information relating to my application may result in a delay in processing or result in a decision based on the information already provided.

Student Signature  Date

Return completed form to:

In person  Student Hub  Joondalup Campus Building 34  Mt Lawley Campus Building 3  South West Campus Building 1

Email  enquiries@ecu.edu.au

Mail  Edith Cowan University Student Fees Office 270 Joondalup Drive Joondalup WA 6027
Important Notes
If you withdraw from units or discontinue after the financial census penalty date for the relevant teaching period you will remain liable for the cost of those units.

If you withdraw from units or discontinue after the academic penalty date for the relevant teaching period you will receive a fail for the unit/s you were enrolled in.

If you can demonstrate 'special circumstances' you may be eligible for withdrawal without incurring a fail and/or with remission of fees (including refund of your Student Contribution Amount if you have paid upfront or remission and re-credit of your HECS-HELP or FEE-HELP debt).

Note: you are NOT eligible to apply for withdrawal without financial penalty if:
- You have successfully completed the unit of study;
- You sat the final exam.

The University is not permitted to remit SA-HELP debts. Please note that if you receive remission of your tuition fees due to special circumstances you remain liable for the Student Services and Amenities Fee.

Special Circumstances
To be eligible for any of the above, the special circumstances would need to meet all of the following three conditions:

1. **The circumstances were beyond your control**
   Circumstances are beyond your control if a situation occurs which a reasonable person would consider is not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal.

2. **The circumstances made their full impact on you after the census date**

3. **The circumstances have made it impracticable for you to complete the requirements for a unit of study**
   Circumstances include:
   - Medical circumstances. For example, where your medical condition has changed to such an extent that you are unable to continue studying;
   - Family/personal circumstances. For example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect you to continue your studies;
   - Employment-related circumstances. For example, where your employment status or arrangements have changed so that you are unable to continue your studies, and this change is beyond your control.

Applications
Application forms must be lodged within 12 months of the unit discontinuation date. If you failed the unit but did not formally discontinue you must lodge your application within 12 months of the last day of the semester in which you were enrolled in the unit. Supporting documentation must be included and lodged according to the instructions on the form.

Documentation Required
You must attach independent supporting documentation from a relevant authority (e.g. doctor, counsellor, employer) to your application. ‘Independent’ means it should not be from your family or friends. Privacy laws preclude us from obtaining information on your behalf so you are responsible for providing evidence to support your claim. The University is bound by law to protect your privacy therefore any information you provide in relation to this application will only be used for the purpose intended, including notification to the relevant Government Agencies.

Decisions
You will be advised of the outcome of your application via your ECU student email account within 20 working days of the University receiving your completed application and provided that all documentation has been supplied and no further investigation is required to verify the circumstances relating to your application.

If your application is unsuccessful, the University will provide you with information about requesting a review of the decision. This must be done in writing within 28 days of receiving the original decision.

For applications submitted after the last day for withdrawal without Academic Penalty Date, the outcome of your request for withdrawal without Academic Penalty will be determined, before your application for remission can be assessed by the Student Fees Office.

Approval for withdrawal without academic penalty does not mean that withdrawal without financial penalty is automatically approved. Each application is assessed in line with individual circumstances and in adherence to the 'special circumstances' consideration as outlined above.