

**Request to be considered for Withdrawal Without Penalty
outside the 12-month application period**

Student ID:		Course:	
Student Name:			
Study Period:			
Units:			
Steps to apply			
<ol style="list-style-type: none"> 1. Read the important information and determine the applicable 12-month application period 2. Gather independent evidence to demonstrate that it was not possible for you to apply with the applicable 12-month application period 3. Send this completed form and supporting documents to enquiries@ecu.edu.au <p>This is not an application for Withdrawal Without Penalty. If this application is approved, you will then be requested to submit an application for withdrawal without penalty.</p> <p>Note: If requesting consideration for multiple study periods you must submit a new form per period.</p>			
Reason for request			
<p>I have attached documentation demonstrating that it was not possible for me to apply for Withdrawal Without Penalty within the required 12-month application period</p>			
<ul style="list-style-type: none"> • I confirm that the information supplied with this request and the supporting documentation are correct and accurate • I acknowledge that providing false or misleading documentation or withholding relevant information may result in a delay in processing • I acknowledge that my request will be assessed based on the documentation I have provided 			
Signature:		Date:	

This form must be submitted via email to enquiries@ecu.edu.au

Important information

Applications for withdrawal without penalty must be made within 12 months from the date of withdrawal, or if you have received a result for the unit, within 12 months from the end of the study period. The University can waive this requirement if it can be demonstrated that it was not possible for the application to be made before the end of the 12-month period.

If you withdrew from the unit/s, you need to provide evidence to demonstrate that it was not possible for you to apply for Withdrawal Without Penalty in the 12 months immediately following the date of withdrawal. If you received a result for the unit/s, you need to provide evidence to demonstrate that it was not possible for you to apply for Withdrawal Without Penalty in the 12 months immediately following the end date for the relevant study period. The study period end dates are provided in the table below.

The documentation you submit to support your application must be from an independent relevant authority (for example, a doctor, counsellor or employer). A statutory declaration or a supporting letter from your family or friends is not considered independent. The documentation is required to be in an official format (for example, a medical certificate or company letterhead displaying ABN, authors contact details, position, and the date the document was produced.).

If your request 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.

Study Period End Dates

Study period	End	Study period	End	Study period	End
Semester One	30 June	Practicum One	30 April	Accelerated 1	6 March
Semester Two	31 December	Practicum Two	30 July	Accelerated 2	1 May
Summer	25 February	Practicum Three	31 July	Accelerated 3	26 June
Winter	31 July	Practicum Four	30 November	Accelerated 4	28 August
Term One	31 March	Practicum Five	20 November	Accelerated 5	23 October
Term Two	28 June	Practicum Six	31 December	Accelerated 6	18 December
Term Three	30 September	Practicum Seven	15 August		
Term Four	31 December	Practicum Eight	1 March		
Term Five	7 February	Trimester One	30 April		
Full Year	31 December	Trimester Two	31 August		
Split Full	30 June	Trimester Three	31 December		