



Guidelines for Withdrawal after Census Date

If you withdraw from a unit and/or course after the unit census date you remain liable for tuition and/or student contribution amounts. After the final Withdrawal Without Academic Penalty date you will also record a fail grade against the unit or units concerned. Under normal circumstances you will not be entitled to a refund.

The University can, in special circumstances:

- permit a student to withdraw from a unit without academic penalty (ie failure);

and, on behalf of the Commonwealth Government's Department of Education, Science and Training (DEST):

- re-credit a person's Student Learning Entitlement (SLE) with an amount equal to the equivalent full-time student load (EFTSL) value of the unit of study;
- re-credit a person's FEE-HELP balance with an amount equal to the amount of FEE-HELP assistance that the person received for the unit of study;
- remit a domestic student contribution deferred partially or fully through HECS-HELP for a unit of study; or
- refund a domestic student contribution paid up-front; or
- refund a paid tuition fee for a unit of study.

Special Circumstances

What are Special Circumstances?

Each application will be assessed on its merits. As a general guide special circumstances include those that:

- are beyond your control **AND**
- occur
 - i. on or after the census date;
 - ii. before the census date, but worsen after that day; or
 - iii. before the census date, but the full effect or magnitude does not become apparent until after that day.
- **WHICH** make it impracticable for you to complete the unit or course requirements.

Supporting Documentation

You will need to provide **independent** supporting documentation to substantiate your claims. Your supporting documentation must contain enough detail for the Remissions Committee to make an informed decision about your application.

Applications without appropriate supporting documentation will be returned via email to you and a timeframe for resubmission will be provided. If the documentation is not received within two weeks of the email your application will be rejected. A personal statement outlining your circumstances **is not sufficient** evidence.

You will need to ensure that your supporting documentation is on official letterhead (if relevant), and is signed and dated.

You must be able to demonstrate, with **independent supporting documentation**, that due to **special circumstances**:

1. it became impracticable for you to complete the unit of study requirements;
2. those special circumstances did not make their full impact until on, or after, the census date; **AND**
3. those special circumstances were beyond your control.

Depending on your circumstances you must provide the following documentation:

Medical:

A statement from a doctor stating:

- the date the medical condition began or changed
- how the condition affected your ability to study
- when it became apparent that you could not continue with your studies

Example

A medical condition became known after the census date and you were unable to continue studying. OR
A prior medical condition deteriorated after the census date to the extent you were not able to continue studying.

Family/personal:

A statement from a doctor, counsellor or independent member of the community (eg Justice of the Peace or a Minister of religion) stating:

- The date your personal circumstances began or changed
- How your circumstances affected your ability to study
- When it became apparent you could not continue your studies

Example

A change in financial circumstances or an unexpected event of sufficiently serious nature to affect your ability to continue your studies.

Employment related:

A letter is required from your employer stating:

- Your work hours and location prior to the census date
- Your work hours and location after the census date
- The reason for your changed hours and/or location

Example

A relocation interstate or an increase in working hours which is out of your control.

Course related:

A letter, or email to the Remissions.Officer@utas.edu.au, from the Sub-Dean or Faculty Officer stating:

- You have been disadvantaged by changed arrangements to your unit/course and that it was not possible for you to undertake alternative units or courses.
- Evidence will be required that you have been actively participating/attending in the unit/course up to the point where a request for withdrawal is submitted.

Example

A change of degree structure, application for unit credit approved after census date or cancellation of unit and/or course and as a result you are unable to complete the requirements of your course.

Special Circumstances DO NOT Include:

A lack of knowledge or understanding of

- the census dates,
- the University's enrolment procedures, or
- HESA 2003 (HECS-HELP and FEE-HELP) requirements.

A person's incapacity to repay a fee or debt is not considered special circumstances or beyond a person's control.

Application Process

Who should use this form?

You should use this form if

- the census date for your unit(s) has passed but you are unable to continue your study because of **special circumstances**; and
- you want to apply for withdrawal without academic penalty for the units listed; and/or
- you want all or part of your debt for the units listed on this form remitted, your SLE re-credited or fees paid for your tuition refunded

How to Apply

1. Make sure you read and comply with these guidelines.
2. Complete the Application for Withdrawal without Academic Penalty and re-credit, fee remission and/or refund form.
3. Submit your application, together with independent supporting documentation, to the Student Centre.

What happens next?

1. Faculty will assess your Application for Withdrawal without Academic Penalty and forward their decision to Student Centre.
2. Student Centre will update your student record with their decision.
3. The decision of the Associate Dean (Teaching and Learning) for your Withdrawal without Academic Penalty application will be emailed to you. In the event your request for Withdrawal without Academic Penalty is denied you will be notified of the decision by the Associate Dean (Teaching and Learning).
4. If you have applied for a fee remission, re-credit of SLE and/or refund your application will be sent to the Remissions Officer and you will receive a letter confirming receipt of the application.
5. You will be advised in writing of the outcome of your application by the Remissions Committee unless further documentation/evidence is required. Incomplete applications will delay the assessment process.

An approval for Withdrawal without Academic Penalty does not automatically guarantee approval for an application for remission, re-credit and/or refund. Applications for remission, re-credit and/or refund must be referred to the Remissions Committee for consideration.

Review Process

If you are not satisfied with the decision made in relation to your application for fee remission, re-credit or refund you may apply for a review of that decision. The review process will be outlined in writing and sent to you with notification of the decision on your application.

Further Information

Detailed guidelines on the withdrawal and application for remission process may be downloaded from the UTas enrolment web site.

Additional information on the HESA requirements can be found on the Commonwealth Government site www.goingtouni.gov.au

Student Centre – Hobart
Private Bag 45
HOBART TAS 7001

Student Centre – Launceston
Locked Bag 1345
LAUNCESTON TAS 7250

Telephone: 1300 361 928
Remissions email: Remissions.Officer@utas.edu.au

TO BE COMPLETED IF THE APPLICATION IS MADE ON MEDICAL GROUNDS

Medical Practitioner/Health Care Provider

Applications will not be considered if this section is not completed

Practitioner/Provider Name:

Provider Number:

Address:

Phone:

Fax:

Date on which the student first sought assistance/consultation related to this application: / /

Is this medical condition: Pre-existing Yes No

Ongoing Yes No

Did the condition worsen after the initial consultation? Yes No

If Yes, please specify the date you became aware that the condition had worsened: / /

Please provide details of the timeframe in which the student was affected by this condition:

From: / /

To: / /

In your opinion, would the condition have been sufficiently serious to affect the student's ability to study during the above period? Yes No

Impact of Condition:

Medical Practitioner/Health Care Provider Signature

/ /

Date

Provider's Stamp

Student Signature

/ /

Date

Student Name (Please Print)

Student ID Number