



Guidelines for Withdrawal after Census Date

If you withdraw from a unit and/or course after the unit census date you remain liable for the tuition fee. 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
- 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.

Special Circumstances may include:

- **Medical:**
where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies or your medical condition only became known after the census date.
- **Family/personal:**
due to unforeseen family/personal reasons that are beyond your control you are unable to continue with your studies – eg change in financial circumstances or death of family member which affects your ability to continue your studies.
- **Employment related:**
where your employment arrangements change unexpectedly due to circumstances beyond your control - eg relocation interstate or an increase in working hours which is out of your control.
- **Course related:**
where your course and/or unit arrangements change unexpectedly due to circumstances beyond your control and as a result you are unable to complete the requirements of the course - eg 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.

Note: Evidence will be required that you have been actively participating/attending in the unit/course up to the point where a request for withdrawal academic penalty is submitted.

Special Circumstances DO NOT Include:

A lack of knowledge or understanding of

- the census dates,
- the University's enrolment procedures, or
- HESA 2003 requirements.

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

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 not be considered.

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

For example, if the reason for applying for the remission of your debt is a medical one, you will need to supply a doctor's certificate that substantiates your claims and include:

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

A personal statement outlining your circumstances **is not sufficient** evidence.

Supporting documentation will not be accepted from University of Tasmania staff unless your application is course or unit related. In this case you will need a statement from the Sub-Dean or Faculty Officer stating the changed arrangements and the impact on your studies.

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.

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
Private Bag 1345
LAUNCESTON TAS 7250

Telephone: 1300 361 928
Student Centre email: Student.Admin@utas.edu.au
Enrolments Office: Enrolments@utas.edu.au

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 fees paid for the units listed on this form refunded.

How to Apply

1. Make sure you read and comply with these guidelines.
2. Complete the Application for Withdrawal without Academic Penalty and remission (refund) form.
3. If you are applying for a Withdrawal without Academic Penalty then submit the form, together with independent supporting documentation, to your Faculty Office for withdrawal approval.
4. If you are applying for a remission (refund) only then submit the form to the Remissions Office located in 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. An updated Enrolment Notice or other written correspondence reflecting the decision of the Associate Dean (Teaching and Learning) for Withdrawal without Academic Penalty will be posted to you. In the event your request for withdrawal without academic penalty is denied you will be notified in writing of the decision by the Associate Dean.
4. If you have applied for a remission (refund) your application will be sent to the Remissions Office and you will receive a letter acknowledging receipt of your application for remission (refund) within 14 days of the application being received by the Remissions Office.
5. Your application will be examined and determined on its merits and on the basis of your supporting documentation by the Remissions Committee within 28 days of the date on your acknowledgement letter.
6. You will be advised in writing of the outcome of your application within 14 days of the decision being made by the Remissions Committee.
7. The Committee delegate will write to you advising you of the outcome of your application and you will be sent a statement of that decision.

An approval for Withdrawal without Academic Penalty does not automatically guarantee approval for an application for remission (refund). Applications for remission (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 remission (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.

