



# Application for Late Withdrawal without Academic Penalty

## INSTRUCTIONS

This application is for students who attempted a subject but for reasons beyond their control (Medical or Compassionate grounds) now need to withdraw from the subject.

1. Please read the course rules <http://www.uow.edu.au/about/policy/UOW058680.html> (Section 6.21-Withdrawal from Subjects) before completing this form.
2. You are required to attach a typed statement detailing your reasons for applying for Late Withdrawal and supply relevant supporting documentation.
3. You are required to gain approval on this form from the faculty.
4. Return the completed application **with the approval signature(s) and the typed statement and supporting documentation** to Student Central – Building 17.
5. You will be advised by SOLSmail of the outcome of the assessment process (allow 2 weeks).
6. Please note tuition fee refund requests must be made through a separate application process. See refund policy at: <http://www.uow.edu.au/student/finances/index.html>

## REASONS FOR LATE WITHDRAWAL

Attach a typed statement detailing your reasons for applying for Late Withdrawal and relevant supporting documentation.  
Applications may only be approved if you have acceptable medical, personal or compassionate reasons.

## PERSONAL DETAILS

Student Number	Last Name	First Name	Course Code	Course Name	Major

## SUBJECT INFORMATION

Subject Code	Subject Name	Session/Intake & Year Attempted	Head of Unit Name	Head of Unit Signature	Grounds for Recommendation

Subject Code	Sub Dean / Dean Name	Sub Dean / Dean Signature	Application for Late Withdrawal	Grounds for Recommendation
			Upheld / Not Upheld	
			Upheld / Not Upheld	
			Upheld / Not Upheld	
			Upheld / Not Upheld	

## STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

<b>Student Signature</b>		<b>Date</b>
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