

## APPLICATION TO WITHDRAW WITHOUT ACADEMIC PENALTY

### WHEN TO USE THIS FORM

You can use this form to apply to be withdrawn from a unit without academic penalty in accordance with Academic Regulation [5.3.4 Withdrawal without academic penalty](#). It is important that you read and understand the 'Summary Advice – APPLICATION TO WITHDRAW WITHOUT ACADEMIC PENALTY' (page 2) prior to completing this form. Units approved to be withdrawn without academic penalty will have a WW grade applied. **Financial liability remains.**

### Section A Personal Details

Student ID

Family Name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Contact Number \_\_\_\_\_

### Section B Unit/s requested to be withdrawn without academic penalty

Course Title \_\_\_\_\_

Study Period	Unit Code	Unit Title

### Section C Student Statement

I have not been granted a WW grade under Academic Regulation 5.3.4 in a previous study period

Please provide the reason for your application, and attach any relevant supporting documentation:

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### Section D Student Declaration

I declare that the information supplied herein is correct and true. I acknowledge that the submission of incorrect or false information may result in cancellation of my enrolment and other corrective action.

- I authorise the university to obtain further information with respect to my application
- I acknowledge the outcome will be sent to my ACU student email address
- I am aware that financial liability will remain for unit/s listed on this application

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed submit this form and supporting documentation to your Head of School for approval.

## APPLICATION TO WITHDRAW WITHOUT ACADEMIC PENALTY

### Section E Head of School Use Only

Has the student been granted a WW under Academic Regulation 5.3.4 in a previous study period? Yes / No

Is this application approved? YES  NO

If not approved, please provide reason/s:

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Head of School Name: \_\_\_\_\_

Head of School Signature: \_\_\_\_\_

(Please forward completed form along with all supporting documentation to [Enrolments@acu.edu.au](mailto:Enrolments@acu.edu.au))

### Summary Advice – APPLICATION TO WITHDRAW WITHOUT ACADEMIC PENALTY

In accordance with Academic Regulation 5.3.4, a student may apply to the Head of School to be withdrawn from a unit without academic penalty.

#### Grounds for approval

Withdrawal without academic penalty can only be approved under the following circumstances:

1. where there have been no approvals granted for withdrawal without academic penalty under this clause in previous study periods;
- and
2. where a commencing student is enrolled in their first study period and is experiencing significant difficulties with University studies at this time or has made an incorrect program choice; or
  3. as an outcome from the resolution of a formal complaint; or
  4. where a student with an otherwise successful record who has experienced adverse circumstances that may not meet the special circumstances specified under the *Higher Education Support Act*.

#### Timing and submission of application

A student must apply to the Head of School, or equivalent, to be withdrawn from a unit without academic penalty:

1. after the dates specified in Academic Regulation [5.3.3.1](#) and prior to the commencement of the central examination period in a standard study period or the end of classes in a non-standard study period; **or**
2. in the case of a professional experience or unit containing professional experience where the student can produce evidence that they have completed no more than one-third of the placement.

#### Evidence and/or supporting documentation

You should provide any relevant documentation which may assist with assessing your application. Ensure you keep a photocopy of your completed application and documentation.

#### Outcome of Application

You will be advised of the outcome of your application within 10 working days of the date you submitted the WW form. Notification will be sent to your ACU student email address. Units approved to be withdrawn without academic penalty will have a WW grade applied. Financial liability remains.