



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

Retroactive Withdrawal

Effective: 30 April 2019

Audience: Students

Policy Category: Academic
Policy Sub-category: Student
Administration

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Policy Owner: Deputy Vice Chancellor, Academic

Responsible Officer: Campus Registrar

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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

In pursuing these Objects, the University seeks to be an outstanding Australian university, and one of the best Catholic universities in the world.

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1 The *Policy: Retroactive Withdrawal ('Policy')* sets out the circumstances and process for Students to withdraw from a Course or Courses after the Census Date and/or the Academic Penalty Date due to Special Circumstances.

3 SCOPE

- 3.1 The Policy applies to all current and past Students at the University.

4 PRINCIPLES

- 4.1 This Policy is limited by and shall be read in conjunction with *Higher Education Support Act 2003 ('HESA')*.
- 4.2 The University recognises that Students may need to apply for retroactive withdrawal from a Course or Courses (also known as re-crediting and remission) due to Special Circumstances.
- 4.3 **Special Circumstances**
 - 4.3.1 Special circumstances include that which are:
 - 4.3.1.1 beyond a Student's control; and
 - 4.3.1.2 did not make their full impact on the Student until on or after the Census Date; and
 - 4.3.1.3 were such that that they made it impracticable for the Student to complete the Course during the period during which the Student undertook, or was to undertake, the Course.
 - 4.3.2 Special circumstances do not (for example) include circumstances such as:
 - 4.3.2.1 lack of knowledge of the enrolment system or of any policies, procedures or regulations of the University; and
 - 4.3.2.2 inability to remit to the University required fees and charges; and
 - 4.3.2.3 lack of knowledge or understanding of requirement of *HECS-HELP*, *FEE HELP* or *HESA*.

5 PROCESS

5.1 Application

- 5.1.1 A Student may make an application for retrospective withdrawal on the prescribed form within (but no later than) 12 months from the completion of the Course or withdrawal from the Course, whichever comes first.
- 5.1.2 An application may be made with a request for:
 - 5.1.2.1 waiver of financial or academic penalty; or
 - 5.1.2.2 waiver of financial penalty only; or
 - 5.1.2.3 waiver of academic penalty only.
- 5.1.3 An application must:
 - 5.1.3.1 include detailed information regarding the Special Circumstances; and
 - 5.1.3.2 include all relevant independent documentation in support of both the Special Circumstances and the waiver (if any) applied for.

5.2 Application - Time

- 5.2.1 A Student may make an application for retrospective withdrawal on the prescribed form within (but no later than) 12 months from the completion of the Course or withdrawal from the Course, whichever comes first.
- 5.2.2 If a Student makes an out of time application, the Campus Registrar will in their absolute discretion decide whether to accept or reject the application.
- 5.2.3 In making this decision, the Campus Registrar will not consider the Special Circumstances and will only decide whether to reject the application based on the reasons provided by the Student as to why the application is made out of time.
- 5.2.4 Where the Campus Registrar does not accept an out of time application, the Student will be advised that the request has been rejected and be provided with reasons why the time limit was not extended.
- 5.2.5 Where the Campus Registrar does not accept an out of time application:
 - 5.2.5.1 it shall be considered in accordance with this Policy, if already provided on the prescribed form; or
 - 5.2.5.2 the time limit for lodging the application in accordance with this Policy shall be extended by the Campus Registrar and notified to the Student.

5.3 Decision

- 5.3.1 The Campus Registrar will decide whether or not to grant retroactive withdrawal and must:
 - 5.3.1.1 take into account all information provided in the application and all supporting documentation;
 - 5.3.1.2 take into account all relevant *HESA* and *Higher Education Administrative Information for Providers ('AIP')* requirements; and
 - 5.3.1.3 consult with the Dean of School responsible for the Course.
- 5.3.2 The Campus Registrar must make a decision within 28 days after receiving the application. The Campus Registrar may in their absolute discretion delay the time for making the decision and/or request that the Student provide further information or supporting documentation.

5.4 Further Appeal

- 5.4.1 A Student may appeal the Campus Registrar's decision on retroactive withdrawal or any Waiver to the University Registrar in accordance with the *Policy: Student Appeals*.
- 5.4.2 There shall be no further appeal from a decision of the Campus Registrar not to accept an out of time application.

5.5 External Review

- 5.5.1 A Student who is still not satisfied with the decision of the internal appeals process has the right to apply to the Administrative Appeals Tribunal ('AAT') for a further review of this decision.
- 5.5.2 An application to the AAT must generally be made within 28 days of the notification of the University Registrar's decision.
- 5.5.3 There is a cost payable by the Student for each application to the AAT. It is the Student's responsibility to ensure they are aware of this cost prior to lodging an application.
- 5.5.4 Further information on how to submit an application to the AAT can be obtained from the website: <http://www.aat.gov.au/>

6 ROLES AND RESPONSIBILITIES

- 6.1 The **Student** is responsible for submitting an application for retroactive withdrawal no later than 12 months from the completion of the Course from which they want to withdraw.
- 6.2 The **Campus Registrar** has responsibility for deciding whether to accept or reject an application for retroactive withdrawal.

7 RELATED DOCUMENTS

- 7.1 *General Regulations*
- 7.2 *Policy: Student Appeals*
- 7.3 *Guideline: The Meaning of "Special Consideration" and "Exceptional Circumstances"*
- 7.4 *Higher Education Support Act 2003*
- 7.5 *Higher Education Administrative Information for Providers*

8 DEFINITIONS

5.1 For the purpose of this Policy, the following definitions apply:

AIP means the [Higher Education Administrative Information for Providers: Student Support](#), as amended.

Academic Penalty Date has the same definition as in the University's *General Regulations*.

Census Date has the same definition as in the University's *General Regulations*.

HECS-HELP means the Australian Government loan scheme assisting students who receive a Commonwealth Supported Place to pay for their tuition fees.

FEE HELP means the Australian Government loan scheme assisting students who do not receive a Commonwealth Supported Place to pay for their tuition fees.

Student means a person enrolled in a Program or Course at the University of Notre Dame Australia.

Version	Date of approval	Approved by	Amendment
1	20 June 2012	Vice Chancellor	Effective date – new Policy.
2	March 2018	DVC, Academic	Updated nomenclature.
3	30 April 2019	DVC, Academic	Minor amendments – reformatting to new template and updated nomenclature.