



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

**POLICY:
RETROACTIVE WITHDRAWAL
(ALSO KNOWN AS RE-CREDITING AND REMISSION)**

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1 POLICY & PURPOSE

- 1.1 This is the Retroactive Withdrawal Policy.
- 1.2 The University recognises that Students may need to withdraw from Unit or Units after the Census Date and/or the Academic Penalty Date due to Special Circumstances **and** is committed to setting out a policy and process that is fair, transparent and efficient.

2 APPLICATION AND SCOPE OF POLICY

- 2.1 This Policy applies to all current and past Students and concerns applications for retroactive withdrawal (also known as re-crediting and remission).
- 2.2 This Policy is limited by and shall be read in conjunction with HESA.

3 DEFINITIONS AND INTERPRETATION

- 3.1 In this Policy, definitions and interpretation provisions contained in the General Regulations will apply unless stated otherwise.
- 3.2 **AIP** means the *Administrative Information for Providers: Student Support*, as amended.

4 SPECIAL CIRCUMSTANCES

- 4.1 **Special circumstances** include circumstances that are:
 - beyond a Student's control; and
 - did not make their full impact on the Student until on or after the Census Date; and
 - were such that they made it impracticable for the Student to complete the Unit during the period during which the Student undertook, or was to undertake, the Unit.
- 4.2 Special Circumstances do not (for example) include circumstances such as:
 - lack of knowledge of the enrolment system or of any policies, procedures or regulations of the University;
 - inability to remit to the University required fees and charges; and
 - lack of knowledge or understanding of requirements of *HECS-HELP*, *FEE-HELP* or HESA.

5 APPLICATION

- 5.1 A Student may make an application for retroactive withdrawal on the prescribed form within (but no later than) 12 months from the completion of the Unit or withdrawal from the Unit, whichever comes first.
- 5.2 An application may be made with a request for:
 - waiver of financial or academic penalty; or
 - waiver of financial penalty only; or
 - waiver of academic penalty only.
- 5.3 An application must:
 - include detailed information regarding the Special Circumstances; and

- include all relevant independent documentation in support of both the Special Circumstances and the waiver (if any) applied for.

6 APPLICATIONS - TIME

- 6.1 A Student may make an application for retroactive withdrawal on the prescribed form within (but no later than) 12 months from the completion of the Unit or withdrawal from the Unit, whichever comes first.
- 6.2 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.
- 6.3 In making this decision, the Campus Registrar will not consider the Special Circumstances and will only decide whether to accept or reject the application based on the reasons provided by the Student as to why the application is made out of time.
- 6.4 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.
- 6.5 Where the Campus Registrar does accept an out of time application:
- it shall be considered in accordance with this Policy, if already provided on the prescribed form; or
 - the time limit for lodging the application in accordance with this Policy shall be extended by the Campus Registrar and notified to the Student.

7 DECISION

- 7.1 The Campus Registrar will decide whether or not to grant retroactive withdrawal and must:
- take into account all information provided in the application and all supporting documentation;
 - take into account all relevant HESA and the AIP requirements; and
 - Consult with the Dean of School responsible for the Unit.
- 7.2 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.

8 FURTHER APPEAL

- 8.1 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*.
- 8.2 There shall be no further appeal from a decision of the Campus Registrar not to accept an out of time application.

9 EXTERNAL REVIEW

- 9.1 A student 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.
- 9.2 An application to the AAT must generally be made within 28 days of the notification of the University Registrar's decision.

- 9.3 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.
- 9.4 Further information on how to submit an application to the AAT can be obtained from the website: <http://www.aat.gov.au/>