



Application for Retroactive Withdrawal

THIS FORM SHOULD BE USED TO APPLY FOR A RETROACTIVE WITHDRAWAL FROM A PROGRAM(S) WHERE THE CENSUS DATE(S) AND/OR ACADEMIC PENALTY DATE(S) HAVE PASSED

1. STUDENT DETAILS

1.1 Title Surname/Family name First name Second/Middle name

Student ID Number Preferred telephone

2. RETROACTIVE WITHDRAWAL IS BEING REQUESTED

2.1 Program name Program code

2.2 I am applying for both **financial** and **academic** penalties to be waived
 I am applying for only the **financial** penalty to be waived
 I am applying for only the **academic** penalty to be waived

2.3 Course(s) for which a retroactive withdrawal is being requested

Semester and year	Course Code	Course Title	Census Date (Financial Penalty)	Academic Penalty Date

2.4 Comments

3. GENERAL INFORMATION (please read carefully)

- Commonwealth Government requirements stipulate that the refund of tuition fees after the Census Date can only occur only in special circumstances that:
 - Are beyond the student's control; and
 - Did not make their full impact on the student until on, or after, the Census Date for the Program of study; and
 - Make it impracticable for the Student to complete the requirements for the Program during the period which the student undertook, or was to undertake, the Program (HESA Sections 36-21 and 104-30).
- A separate written statement from you **MUST** be attached with this application stating the grounds for your request. This should include a detailed timeline of events.
- You **MUST** attach **ORIGINAL** supporting documentation from a third party with this application before it will be considered. Supporting documentation **MUST** include enough detail for your request to be appropriately considered. You may be asked for more information if your supporting documentation is not appropriate or sufficient.
- Submit this application to **YOUR SCHOOL** along with **ORIGINAL** supporting documentation. University staff cannot certify documents from external sources. Once original documents have been submitted they become property of the University and will not be returned to you.
- If posting your application please check this has been received by the School as the University does not accept responsibility for material lost in the post.
- A student is expected to have read and understood the University's General Regulations and any relevant Policies or Guidelines that relate to a request for Retroactive Withdrawal before he/she completes and submits this application form.
- The Campus Registrar (or delegate) makes the final decision on any application. Other staff are not able to guarantee your application will be successful. Current students will be advised of the decision by email to your **ND Student Email Account only**. Noncurrent students will be advised by **Post**.

4. DECLARATION

4.1 By signing this application I declare that I have read and understood the General Information section detailed above and that the information that I have provided in this form is correct and complete and all original supporting certificates and other documentation are attached.

Student signature Date / /

PRIVACY STATEMENT

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at notredame.edu.au/home/privacy

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: fremantle.registrar@nd.edu.au (for Broome / Fremantle students), or sydney.registrar@nd.edu.au (for Sydney students).

FOR OFFICE USE ONLY

CHECKLIST FOR SCHOOLS

1. Application received at the School? Date / / Initials
2. Has the School checked all attached documents (originals or originals sighted)? Yes No Initials
3. Please attach any additional information that would be helpful when assessing this application. Initials
4. Has the student spoken with a Program Coordinator regarding this matter? Yes No Initials
5. Please confirm / attach the student's attendance for relevant Course(s). Initials
6. Has the student completed all assignments/assessments for affected Course(s)? Yes No Initials
- Additional comments:
7. Forwarded to Dean (or delegate) for recommendation. Initials

DEAN OF SCHOOL (or delegate) COMMENTS (a written comment is required in all circumstances)

Dean (or delegate) signature

Date

REGISTRAR'S (or delegate) DECISION

1. Retroactive withdrawal approved
- Without financial and academic penalties ("W" grade to be entered)
 - Without financial penalty only ("W" grade to be entered. Academic Penalty N/A as student withdrew prior to Academic Penalty Date)
 - Without financial penalty only ("WF" grade to be entered. Academic Penalty remains)
 - Without academic penalty only ("W" grade to be entered. Financial Penalty remains)
2. Grounds
- Medical
 - Misadventure
 - Compassionate
 - Trauma
 - Compulsory Community Commitments
 - Administrative error by: School Student Administration & Fees Other
3. Retroactive withdrawal denied
- Financial and academic penalties ("WF", "F", or "FN" grade remains)
 - Financial penalty remains ("W" grade to be entered. Academic Penalty N/A as student withdrew prior to Academic Penalty Date)
 - Academic penalty remains ("WF", "F", or "FN" grade remains)

4. Decision based on the following grounds

Large empty rectangular box for providing grounds for the decision.

ACADEMIC STATUS CHECK

- 1. Change of status required
 - 1.1 Status Pre-Retroactive Withdrawal
 - Good Standing On Probation Conditional Program Terminated Uni Terminated
 - 1.2 Status Post-Retroactive Withdrawal
 - Good Standing On Probation Conditional Program Terminated Uni Terminated
- 2. No change of status required

Registrar (or delegate) signature

Signature line

Date / /

FEES OFFICE USE ONLY

CHECKLIST

- 1. Application recorded in tracking spreadsheet Initials
- 2. Course(s) withdrawn on PeopleSoft and recorded with date and appropriate grade. Initials
- 3. Retro-WD decision and grounds entered into PeopleSoft. Initials
- 4. Change of Academic Status entered. Initials
- 5. Letter emailed to Student (copy to Student Admin & School) Initials
- 6. Letter posted to Student No Initials
- 7. Is this application from an International student No Initials

If Yes, please forward a copy to the International Student Officer for appropriate records to be amended.

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