

Student Administration
Application to Withdraw after Census

Student Centre (your home campus)
 Locked Bag 1797, Penrith South DC NSW 1797



Read the important information on page 2 before completing this form.

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

1 – PERSONAL DETAILS

UWS student ID number

Daytime Phone Number

Mode of study

Full-time Part-time

Are you an international student?

Yes No

Title

Family name

Given name(s)

Course number

Course name

2 – UNITS BEING WITHDRAWN

- You will automatically be awarded an 'E' (Fail Discontinued) grade for each of the units you list below.
- You must complete a Withdrawal Without Academic Penalty Application form if you want to apply for your 'E' grade to be changed to a 'W' grade.

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Session	Unit Number	Unit Name

3 – DECLARATION AND SIGNATURE

I have read the instructions on this form and am aware that by withdrawing from units after census, I will be automatically awarded an 'E' (Fail Discontinued) Grade for each unit. I am aware that I must complete a Withdrawal Without Academic Penalty form and provide supporting documentation to have my 'E' grade reviewed for change to a 'W' grade. I am aware that if I am a holder of a Student Visa, I must be enrolled in 80 credit points per year, or as otherwise directed by the University. I hereby apply for the above changes to my unit enrolment.

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Student's signature

X SIGN HERE

Date

 / /

Total number of units withdrawn

Date Received

Important information for students withdrawing after census

Use of this form

This form should only be used by coursework students withdrawing from enrolled units of study after the census date for the enrolled teaching session.

If you wish to totally withdraw (resign) from a course or take a leave of absence, please use the Resignation Application or Leave of Absence form available in Student Centres or on the web: <http://www.uws.edu.au/forms>

If you are a Higher Degree Research student, please visit the Postgraduate Research website: <http://www.uws.edu.au/about/adminorg/devint/ors/degrees/current/variatio>

Withdrawing from a Unit after the census date

Deleting a Unit (Withdrawing)

The UWS Enrolment Policy states that you may withdraw from a unit after the census date for the session, however, you will:

- still be liable for Student Contribution or tuition fees
- automatically receive an “E” grade (Fail-discontinued)

If you are withdrawing due to extenuating circumstances you may apply to have the “E” grade changed to a “W” grade (Withdrawn Without Academic Penalty). If you wish to have your circumstances considered you **MUST** complete a Withdrawal Without Academic Penalty Application form available on the web at: <http://www.uws.edu.au/forms>

More information about withdrawing from a unit after the census date and applying for a ‘W’ grade can be found in the Enrolment Policy on the web at: <http://www.uws.edu.au/policies>

Remission of fees and SLE

Remission of your Student Contribution, re-crediting of your Student Learning Entitlement (SLE) or refund of tuition fees for the affected units will only occur if your application for withdrawal without academic penalty is approved.

Student Visa holders (International Students)

In addition to the above information, if you are a student visa holder, you must be enrolled for a full time study load in each teaching session for the duration of your student visa, unless documented exceptional circumstances exist. Carrying a reduced load may jeopardise your ability to extend your student visa. You should also be aware that changing your enrolment could affect your international student fees.

Lodging this form

You may lodge this form at any Student Centre.