USQ UNIVERSITY OF SOUTHERN QUEENSLAND

Application for Withdrawal Without Academic and Financial Penalty

(International Students)

(Please refer to the attached Guidelines (pages 4-6) before submitting your application)

Application details (please tick):

☐ **I have withdrawn after the census date without Academic Penalty Only and wish to apply for Fee Reversal**

☐ **I wish to withdraw after the withdrawal date Without Academic Penalty and with Fee Reversal**

1. Personal Details

Student Number: _____ **Programme Name:** _____

Family Name: _____ **Given Names:** _____

Date of Birth: _____ **Email Address:** _____

Daytime Phone No: _____ **Address:** _____

City: _____ **State:** _____ **Postcode:** _____ **Country:** _____

Study Mode:

☐ International On Campus Toowoomba ☐ Fraser Coast ☐ Springfield

☐ International Distance Education Direct

☐ International Distance Education with USQ Partner

On Campus Students only:

If you are applying to drop courses from your current semester please indicate if you have received approval from your Faculty for a reduced study load:

☐ Yes

☐ No

2. Course Details

I have withdrawn/wish to withdraw from the following courses:

Course Code	Course Title	Year	Semester

3. Grounds on which application is based

☐ Significant medical condition which occurred after the census/withdrawal date

☐ Pre-existing medical condition which changed or worsened after the census/withdrawal date

☐ Significant personal or family circumstances that occurred after the census/withdrawal date

☐ Employment circumstances that changed after the census/withdrawal date

☐ University Error

4. Statement of Special Circumstances (attach additional sheets if required)

5. Statement of Medical Condition or Family/Personal Situation (to be completed by Medical Practitioner or Counsellor)

Name and Contact Details of Medical Practitioner:

_____

_____

_____

_____

Stamp

(If no stamp available please attach business card or letterhead)

Name of Student: _____

Date of Consultation/s: ___/___/___ ___/___/___ ___/___/___

I certify that I have examined the above named student and in my opinion he/she is suffering from a significant medical condition as follows: _____

(Please insert details of condition where possible except in cases where student has requested confidentiality)

_____

Date student's condition became apparent: ___/___/___

I certify that this condition has impacted on the student's ability to complete his/her enrolled courses in the following ways:

_____

_____

For the period: ___/___/___ **to** ___/___/___

Signature _____ **Date:** _____

6. Declaration

☐ I have read and understood the guidelines provided with this form (Refer pages 4-6)

☐ I have attached a Statement of Special Circumstances

☐ I have attached independent supporting documentation (original or certified copies)

NB: Your application will not be considered if no supporting documentation has been included

I declare that the information supplied on this Application, and in any documentation supporting it, is true and correct and I authorise the University of Southern Queensland to contact the Medical Practitioner, Counsellor or person who supplies any certificate or documentary evidence relating to my Application, to request further verification of my medical condition and verification of any details stated on such medical certificate or documentary evidence if deemed necessary. I understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.

Signature:_____**Date:**_____ /_ _____/_____

Privacy Statement:
USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

CRICOS Institution Code: CRICOS Provider No. 00244B QLD | 02225M NSW

Students are able to withdraw from courses without academic or financial penalty if they do so prior to the census date (end of week four for Semesters 1 and 2 and week 3 for Semester 3) of each Semester. Students may withdraw without academic penalty only provided they do so prior to the withdrawal date (end of week eight for Semesters 1 and 2 and Week 6 for Semester 3) and will receive a grade of DWAP (Withdrawn without Academic Penalty only). Students will still incur financial liability for courses dropped between census date and withdrawal date. If withdrawal is as a result of special circumstances that are beyond the student's control, an application to Waive Academic and Financial Penalty may be considered (please refer to application information below).

The University recognises that occasions may arise in which students find it necessary to discontinue a course after the census date or withdrawal date. In such cases, the academic penalty may be waived and the fees reversed if the course is dropped for special circumstances including:

- medical
- family or personal
- employment related
- University or Partner error.

Eligibility

To be eligible to apply for a waiver of academic penalty, re-credit of student learning entitlement and remission or refund of fees, it must be demonstrated that the special circumstances:

- are beyond the student's control: circumstances are beyond a person's control if a situation occurs that a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal.
- do not make their full impact until on or after the census date: circumstances do not make their full impact on the person until on or after the census date for the course/s if the person's circumstances occur:
    - before the census date, but worsen after that day
    - before the census date, but the full effect or magnitude does not become apparent until after that day
    - on or after the census date.
    - Note: A student does not need to demonstrate that they were prevented from withdrawing from the unit prior to the census date.
- Impracticable for the person to complete the course of study requirements: special circumstances (medical, family/personal, employment, uni/agent error) make it impracticable for the student to complete the requirements for the course/s during the period during which the student undertook, or was to undertake, the course.
    - Note: Consideration will be given to whether at the time the student's special circumstances emerged it was already not practicable for the student to meet the requirements of the course. This situation may arise where a student has not met progressive requirements relating to compulsory assessment and/or attendance at classes for the course of study and therefore the student's special circumstances had no bearing on their capacity to complete the course.
- Impacted on the student's study capacity for an extended period of time
    - ie The situation must have negatively affected the ability of the student to undertake their study for a percentage of the term that a reasonable person would consider significantly interfered with the student's ability to complete the requirements of the course/s within the enrolled Term.

A person is unable to complete the requirements for a course, for example, if the person is unable to:

- undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other compulsory attendance requirements in order to meet their compulsory course requirements
- complete the required assessable work
- sit the required examinations
- complete any other course requirements because of their inability to meet the above.

A person cannot apply for a re-credit or a remission if they have successfully completed the course. A student who receives a fail grade is considered not to have successfully completed the requirements of the course.

Special circumstances do not include:

- lack of knowledge or understanding of requirements
- a person's incapacity to repay a HELP debt, as repayments are income contingent and the person can apply for a deferral of a compulsory repayment in certain circumstances
- a decline in the student's financial situation where there are no other special circumstances present, which would be alleviated by fees being refunded

How to Apply

Students must apply in writing within 12 months of the withdrawal date, or, if the student has not withdrawn, within 12 months of the last day of the teaching period in which the course was or was to be undertaken.

You are required to complete an Application for Withdrawal Without Academic and Financial Penalty including original or certified supporting documentation substantiating your claims and submit to:

Manager, Fees & Remissions
Student Support and Retention
University of Southern Queensland
Toowoomba QLD 4350

Note: Incomplete applications or applications submitted by fax or email will not be accepted.

You will be notified in writing of the outcome of your application and the reasons for the decision within 28 working days of USQ receiving the application. You will be notified of any likely delays in processing your application.

Supporting documentation

Medical reasons

The documentation should include a Medical Certificat (students may elect to use the certificate included in the application form or submit a separate statement) completed by the student's medical practitioner and must include:

- the medical practitioner's name, contact details and date of consultation
- student details
- a statement from that medical practitioner stating the date the medical condition began or changed, how the condition affected the student's ability to study and when it became apparent that the student could not continue studying (ie confirming the medical condition was/is serious enough to affect the student's studies).

It would not be sufficient for the medical practitioner to state, for example:

- '.....has asked me to state that his/her present medical condition prevents him/her from commencing or continuing studies'
- '....states their condition began...'.

Note: A statement that you are/were suffering from a 'medical condition' without supporting comments from a medical practitioner as to the effect of the complaint on your studies will not be considered.

Family and / or personal reasons

The documentation must include a statement from a medical practitioner, counsellor or independent member of the community stating:

- the name and contact details of the medical practitioner, counsellor or independent member of the community
- the date the student's personal circumstances began or changed
- how the circumstances affected the student's ability to study and when it became apparent the student could not continue
- when it became apparent that the student could not continue studying

These circumstances may include the death of a close family member, severe medical problems within your family, collapse of a family business severe enough to require your personal attention, etc.

Employment related reasons

The documentation must include a statement from the student's employer stating:

- the employer's name and contact details
- the date the student's conditions of employment changed and the date on which the student was advised of the change
- how this prevented the student from studying.

Note: Scans and photocopies of supporting documentation will not be accepted.

All supporting documentation must be from an independent source (a family member or friend is not considered to be independent) and must be either original or a certified copy. It is not sufficient for students to only provide a personal statement outlining their circumstances.

Review of decisions

Students who are not satisfied with the outcome of their request to waive academic penalty and fee reversal may apply for a review of the decision within 28 days from the date of the notification of the decision.

Students should apply in writing to:

Director
Student and Academic Support
Student Management Division
University of Southern Queensland
Toowoomba QLD 4350

The Director, Student and Academic Support will review the request based on the original application submitted as well as any additional supporting documentation that may have been provided.

Students will be notified in writing of the decision of the review within 45 days of receiving the review application.

Further appeal

If your appeal to the Director, Student and Academic Support is not successful, commonwealth supported students who have a HELP debt or have paid upfront student contribution fees have the right to take this matter to the Administrative Appeals Tribunal (AAT).

This must be done within 28 days of receiving the notification that your appeal has not been successful.

A filing fee is applicable. For further information please refer to the AAT website http://www.aat.gov.au/. There are some circumstances in which this fee may be waived including:

- you have been granted legal aid for your application;
- you are in prison, or otherwise detained in a public institution;
- you are under 18 years of age; or
- you are receiving youth allowance, Austudy payment or ABSTUDY.

Special Information for International Students

International students may apply for a waiver of academic and financial penalty as per the above policy and guidelines. An Application for Withdrawal Without Academic Penalty and with Fee Reversal (International) must be completed and submitted to the Manager, Fees & Remissions, Student Management Division.

On-campus international students applying to drop current Semester courses should consult with their Faculty in regard to an application for reduced study load.

International distance education students studying with USQ Partners may submit applications through the Partner office, however, must still submit an original application form and meet the requirements for supporting documentation as set out in the policy and guidelines. Partners will be notified of the decision and students should liaise with the Partner in regard to requests for refund of fees.

International students whose applications have been declined may request a review of the decision by applying in writing to:

Director
Student and Academic Support
Student Management Division
University of Southern Queensland
Toowoomba QLD 4350
Australia

NB: International students are NOT eligible to appeal to the Administrative Appeals Tribunal (AAT) should their initial appeal be rejected.