

WITHDRAWAL DUE TO SPECIAL CIRCUMSTANCES?

GROUNDS FOR WITHDRAWAL



MEDICAL

E.g. Physical illness, hospitalisation, mental health crisis, etc.



FAMILY/PERSONAL MATTERS

E.g. Bereavement, illness of dependent, personal safety.



EMPLOYMENT

E.g. Unavoidable work commitments.



To be considered for refund of course fees, you must submit within 1 year of: The date you withdrew from the course. The last day of the course teaching period (if the course was not dropped).

Documents needed

The documents required depend on the grounds for your application. This may include a medical certificate, letter from your employer, Statutory Declaration, Bereavement Notice, etc.

WHAT EVIDENCE IS NEEDED?

- ▶ It was beyond the student's reasonable control
- ▶ It did not impact student until post-census date of the course
- ▶ It made completing course requirements impractical

POSSIBLE OUTCOMES



If successful

- ▶ Failing grade will be replaced by the withdrawal grade.
- ▶ Tuition will be removed.
- ▶ Your account will be credited for future fees (or refund by completing [Refund of Fees Form](#)).



If unsuccessful

Apply for review of decision no later than **4 weeks after** notification of refusal.

📌 Connect with our **Student Advocacy** team for assistance with your application.
To submit your application, [click here](#).