



Withdrawal Without Penalty

Checklist



This checklist is to help students meet the requirements for withdrawal without penalty AFTER the financial and/or academic penalty date.

You are eligible for WWP if special circumstances occurred, worsened or made full impact AFTER the census date that are:

- Beyond your control;
- Unusual, uncommon or abnormal for you;
- Impossible for you to complete the unit requirements.

Other key questions required for successful application:

- Were you meeting the unit requirements prior to special circumstances?
- Are you submitting within 12 months of final grades release?
- Does your summary of special circumstances (personal statement) align with the supporting documents dates and census dates?

Supporting documents (medical/personal/employer) required for successful application:

- On official letterhead in English.
- Contains date written & date of circumstances.
- States if ongoing or pre-existing that circumstances worsened.
- Medical: States medical facts and professional opinion, based on clinical examination and how these circumstances impacted you eg. New medication affected ability to concentrate/sleep.
- Personal: Police reports, court documents, social worker letter, death certificate.
- Employment: Financial issues unexpected need to increase hours or additional duties or work travel related.

Once you have submitted your application here, you will receive an outcome within 20 working days.



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