Application for Withdrawal and Refund of Course Fees after Census Date

**When Should I Use this Form?**

This form should be used by any student who wishes to apply for withdrawal from a course and Refund of fees AFTER THE CENSUS DATE due to Special Circumstances that are beyond their control (see 'Example of Special Circumstances' below).

A successful application will result in no academic penalty being incurred and/or refund of any upfront payments made, in relation to the course(s) remitted.

You should use this form if:
- the census date has passed and you are unable to continue studying because of Special Circumstances OR
- you were unable to successfully complete the course because of Special Circumstances.

If your application is for the previous trimester of study, you must complete a separate form.

DO NOT USE THIS FORM IF:
- you have withdrawn from the course(s) before Census Date – you will not have incurred any penalties OR
- you have already successfully completed the course(s) OR
- the Special Circumstances outlined below are not applicable – this application will be rejected. You may instead apply for course withdrawal and have your application assessed in relation to academic penalty only; the financial penalty will remain.

**Examples of Special Circumstances**

**Medical reasons**

You have a medical condition that existed prior to the Census Date, continued past that date, and deteriorated to the extent that you were unable to continue your studies, or your medical condition only became known after the Census Date and your were unable to continue with your studies – **Supporting letter from your doctor is required.**

**Family/personal reasons**

Due to unforeseen personal/family reasons that occur or worsen after the Census Date and that are beyond your control, you are unable to continue with your studies – **Supporting letter from a family doctor or counsellor is required.**

**Employment related reasons**

After the Census Date, your employment status or arrangements change unexpectedly due to circumstances beyond your control, and you are unable to complete your studies.

**Note:** Choosing to increase your hours of work or undertake new or additional employment is not regarded beyond your control, and is not considered special circumstances – **Supporting letter from your employer is required.** Students required to be engaged in active service will be considered under this category.

**Course related reasons**

The University changes the arrangements for your course and, as a result, you are disadvantaged to the extent that you are unable to complete the requirements of the course – **Support letter from your Faculty required.**

**What Supporting Documentation Do I Need to Provide?**

Your application will be assessed primarily on the independent supporting documentation you provide to substantiate your claims. Documentation should include all relevant dates and indicate the severity of the problem.

Documentation from a doctor, counsellor, employer or independent member of the community should indicate:
- The date your circumstances first began;
- Whether the circumstances changed after Census Date, and if so, the date they changed and to what extent;
- How your circumstances affected your ability to study; and
- The date it became apparent that you could not continue your studies.

A personal statement outlining your circumstances is not sufficient evidence to have your application approved. If you do not have independent supporting documentation your application will not be assessed.

**Note:** You will need to ensure that your supporting documentation is original and on official letterhead (if relevant), and is signed and dated. Alternatively you may provide properly certified copies of the documentation.

*Please Note: Faxed or scanned documents or uncertified photocopies will not be accepted.*

**What Happens Once I have Submitted my Application?**

1. The University of Newcastle will send you an email acknowledgement of receipt of your application. This will be sent to the student email address you include with this application.
2. Your application will then be considered and the University will advise you of the outcome within 2 weeks.
Application for Withdrawal and Refund of Course Fees after Census Date

Send your completed form and supporting documentation to your Program Executive at PSB Academy. Your Program Executive will advise you on the fee refund.

<table>
<thead>
<tr>
<th>1. Personal Details</th>
<th>Student ID Number</th>
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<tr>
<td>Title e.g. Mr/Mrs</td>
<td></td>
</tr>
<tr>
<td>Family Name</td>
<td></td>
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<tr>
<td>Given Name(s)</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Postal Address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Phone (H)</td>
<td>Phone (M)</td>
</tr>
<tr>
<td>Email</td>
<td>@uon.edu.au</td>
</tr>
</tbody>
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**IMPORTANT:** Your postal and email address as registered on My Hub will be used to correspond with you about this application. It is your responsibility to ensure these details are up-to-date. To change your address with the University, use the MyHub facility.

<table>
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<th>2. Program Details</th>
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<td>Program Name:</td>
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<th>3. Details of courses to be considered in this application (one trimester per application)</th>
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<td>Year</td>
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<th>4. Details of Fee Status</th>
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<tr>
<td>I am applying for:</td>
</tr>
<tr>
<td>□ Refund of course fees paid</td>
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<tr>
<td>□ I give permission to refer to Faculty for consideration of amendment to final result, (fail grade), due to Special Circumstances.</td>
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</tbody>
</table>
## 5. Special Circumstances – Personal statement

You must provide information on your special circumstances, specifically how your circumstances:
- Changed after the census date;
- Prevented you from completing your studies; and
- Were beyond your control

Please note that while your personal statement will be taken into consideration when assessing your application, independent supporting documentation **MUST** also be attached or your application **WILL NOT** be considered.

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**IMPORTANT:** If you need more space, please attach additional pages.

## 6. Checklist

There are a number of steps that you must complete to ensure your application is complete and to enable the UON Singapore staff to make a thorough and accurate assessment of your application. Please tick when completed.

- I have carefully read all the instructions on the front of this application form
- I am submitting this application within the required timeframe.
- I have read the information regarding special circumstances and believe my situation meets the criteria listed
- I have attached certified copies of my supporting documentation.
- I have completed all sections of the application, and signed and dated the declaration below.

## 7. Student Declaration

1. I understand that I am applying for withdrawal after census date from the unit(s) of study listed on the application
2. I understand that I will be assessed for both withdrawal with no financial penalty AND with no academic penalty.
3. I understand the information I have provided may be disclosed to relevant UoN staff to enable assessment for amendment to final result (FF grade) to withdrawal with no academic penalty (WW).
4. I declare the information I have given on this application is true and correct, and understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.

Signature………………………………………………………………………………………………………Date………./………./……….

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**OFFICE USE ONLY**

Application checked by UON Singapore staff  
Approved for Remission  
Advice to student and PSB  
Forwarded to AAR for assessment amendment to final grade  

YES/NO Date: ____________ Initial