



# Policy: Late withdrawal due to special circumstances

## Purpose

This policy sets out the principles for late withdrawal of enrolment due to special circumstances after census date.

## Definitions

**Successful completion:** a student has successfully completed a course when they complete all the academic requirements of a course and receive a grade of: CRS, PS, P, HLP, CR, D or HD for that course.

## Overview

This policy applies to all coursework students applying for a late withdrawal of their enrolment in a course due to special circumstances.

## Scope

This policy applies to all coursework students, and the staff who administer late withdrawals due to special circumstances.

## Policy Statement

1. The University approves applications for late withdrawal due to special circumstances:
  - a. In accordance with the Higher Education Support Act 2003;
  - b. Where students encounter unavoidable and unexpected extenuating circumstances that impede their successful completion of a course; and
  - c. Where students demonstrate that those unavoidable and unexpected extenuating circumstances:
    - are beyond their control; and
    - did not make their full impact until on or after the census date; and
    - made it impracticable to complete the course requirements.

2. Applications for late withdrawal due to special circumstances are submitted within 12 months of the date of withdrawal from the class, or, within 12 months from the last day of teaching in the teaching period in which the course(s) was, or were to be undertaken.
3. Applications for late withdrawal due to special circumstances submitted outside the 12 month timeframe set out in clause 2 are only accepted where the University is satisfied that the applicant has supplied sufficient evidence to demonstrate that the application could not be made within the required time limits.
4. A student's lack of knowledge or understanding of late withdrawal due to special circumstances is not an acceptable reason for submitting an application for late withdrawal due to special circumstances outside of the 12 month time requirements set out in clause 2.
5. Only one application can be submitted per student for each class in which that student is enrolled.

## Document information

Title	Late withdrawal
Document Type	Policy
Document Number	ANUP_019607
Version	5
Purpose	This policy sets out the principles for late withdrawal of enrolment and applies to all students, and the staff who administer late withdrawals.
Audience	Staff-Professional, Students
Category	Academic
Topic	Teaching & Learning
Subtopic	
Effective Date	27 Jun 2022
Review Date	27 Jun 2027
Responsible Officer	Registrar, Student Administration (registrar@anu.edu.au)
Approved By	Vice-Chancellor (eo.vc@anu.edu.au)
Contact Area	Division of Student Administration and Academic Services (policy.regs@anu.edu.au)
Authority	Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Fees Rule 2017 Higher Education Support Act 2003
Printed On	9 Jun 2023

Please ensure you have the latest version of this document from the Policy Library website before referencing this.