UOW ADMINISTRATION

APPLICATION FOR LATE WITHDRAWAL WITHOUT ACADEMIC PENALTY

Closing Date: Last Teaching Day of Session

REASONS FOR LATE WITHDRAWAL

1.   This application is for students who attempted a subject but for reasons beyond their control (Medical or Compassionate grounds) now need to withdraw from the subject.

2.   Applications may only be approved if you have acceptable medical, personal or compassionate reasons.

3.   Please attach a typed statement detailing your reasons for applying for Late Withdrawal and relevant Supporting Documentation.

INSTRUCTIONS

1.   Please read the Course Rules http://www.uow.edu.au/handbook/generalcourserules/UOW028640.html (Section 6.21-Withdrawal from Subjects) before completing this form.

2.   You are required to gain approval on this form from the faculty. http://www.uow.edu.au/about/faculties/index.html

3.   You will be advised by SOLSmail of the outcome of the assessment process (allow 2 weeks).

4.   Return the completed application form with **typed statement and supporting documentation** to the relevant Faculty Central.

BUSINESS	Level 1, Building 40
EIS	Ground Level, Building 4, room G12
LHA	Level 1, Building 19
SMAH	StudentHub 41 Main foyer, Building 41
SOC	Education - Building 23 G21
	Psychology and Health and Society - StudentHub 41 Main foyer, Building 41

Application for Late Withdrawal without Academic Penalty

Closing date: Last Teaching Day of Session

PERSONAL DETAILS

Student Number: _____   First Name: _____   Last Name: _____

Course Name: _____   Course Code: _____   Major: _____

SUBJECT INFORMATION

Subject Code	Subject Name	Session & Year Attempted	Head of School Name	Head of School Signature	Grounds for Recommendation
					Yes / No
					Yes / No
					Yes / No
					Yes / No

Subject Code	HOSt Name	HOSt Signature	Approval	Grounds for Decision
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature: _____   **Date:** _____