



If you have failed a unit(s) or withdrawn after the census date due to exceptional circumstances you may apply for a Retrospective Withdrawal. The unit(s) must be withdrawn or have a fail grade before an application can be submitted.

Please read the eligibility information on Page 2 before completing this form and your personal statement.

The Student Centre
1300 687 3624
studentcentre@murdoch.edu.au

Student Information

Student Number _____ Course of Study _____

Given Name _____ Surname _____

Section A - Unit Details

Please list the unit(s) to which this application applies.

Unit Code	Unit Title	Teaching Period	Year
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Section B - Personal Statement and Application Checklist

You **must** include a personal statement for your application to be assessed. The letter must detail the exceptional circumstances beyond your control that did not have their full effect on you until on or after the census date for the unit(s). Please include the dates your circumstances were affected. If you are applying more than 12 months after the end of the period in which you studied the unit(s) you need to explain why you could not make the application within this timeframe.

I have experienced exceptional circumstances.	Yes	No
I did not complete the requirements for the unit(s) of study.	Yes	No
I have carefully read the eligibility information on page 2.	Yes	No
I am applying within 12 months or have explained why I was unable to do so.	Yes	No
I have attached a personal statement.	Yes	No
I have attached independent supporting documentation.	Yes	No

Statement by Student: By submitting this form I declare that the information I have provided on this application is true and correct, and that I have provided all necessary supporting documentation.

Signature: _____

Date: _____

Submission of Form: Please save a PDF copy of this form and send as an attachment via:

- 1) MyAnswers > Ask A Question (<http://www.murdoch.edu.au/goto/MyAnswers>) or,
- 2) email to studentcentre@murdoch.edu.au

Please send from the email address recorded in MyInfo.

This form is best viewed in
Adobe Acrobat Reader.

Eligibility Criteria and Application Information

Who should use this form?

You can apply to have unit results amended from Fail or Withdrawn, to Withdrawn with or without remission of your HELP or tuition fee liabilities.

You should use this form if:

- (a) you were enrolled in a unit(s) at Murdoch University;
- (b) the census date of the unit(s) has passed;
- (c) you did not successfully complete the requirements of the unit(s) (i.e. have withdrawn from the unit, or received a Fail grade). We cannot consider applications for units that are not failed or withdrawn;
- (d) you meet the exceptional circumstances requirements (outlined below).

What are exceptional circumstances?

To be eligible for retrospective withdrawal your exceptional circumstances must meet all of the following three conditions.

You should use this form if:

1. The circumstances were beyond your control

Circumstances are beyond your control if a situation occurs that a reasonable person would consider was not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal.

2. The circumstances did not have their full impact on you until on, or after, the census date

For example, the circumstances occur –

- (i) on or after the census date; or
- (ii) before the census date, but their impact upon you worsens after the census date; or
- (iii) before the census date, but the full impact upon you does not become apparent until on or after the census date.

3. The circumstances have made it impracticable for you to complete the unit requirements.

Exceptional circumstances might arise from medical, family/ personal, employment or course-related reasons and that a reasonable person would consider would make it impracticable to complete a unit.

Examples include; student is seriously ill for four weeks, death of an immediate family member, employer re-assigns student to major project, student needs to relocate to another state/country.

Retrospective Withdrawals and SSAF

You will remain liable for the Student Services and Amenities Fees (SSAF) incurred during the teaching period(s) regardless of the outcome of your application. Under government regulations SA-HELP debt or SSAF payments cannot be remitted under any circumstances.

What is the application period?

Applications should be lodged within 12 months of the last day of the semester in which you were last enrolled in the unit. Where you have been granted permission to defer completion of your assessment, the 12 month period applies from the end of the extended period.

The Student Records Manager has discretion to waive this requirement if they are satisfied that the application could not be made within this period.

What documentation must I provide?

You must provide a personal statement outlining your exceptional personal circumstances, the timing of events in relation to your study and their impact.

You must also include documentation to support your application. This can include statements from doctors, counsellors, or employers.

Medical certificates or letters should include the medical provider number and where possible they should confirm the dates and the impact on your study. Evidence of death can include death notice, newspaper extracts, or letters from counsellors, funeral directors, doctors or Murdoch support staff such as Kulbardi or EQAL.

You will be asked to supply additional information if insufficient documentation is provided to allow a decision to be made. If you do not respond to such requests in the time specified the application will be denied.

Information about lodging your application

Applications including your personal statement, letter and supporting documents are to be submitted as an attachment through MyAnswers > Ask a Question (<http://www.murdoch.edu.au/goto/MyAnswers>). Alternatively, the hard copy application and supporting documents can be submitted at The Student Centre.

What happens to my application after it has been submitted?

You will be notified of the approximate processing times when your application is received. It may take longer if additional supporting documentation is required. Any requests for additional information will be sent to you via MyAnswers to the email address you have recorded in MyInfo.

An electronic letter advising you of the outcome of your application will be sent to you via MyAnswers. Please ensure your email address is up-to-date in MyInfo.