

 BOND UNIVERSITY	WITHDRAWAL WITHOUT PENALTY PROCEDURE
Procedure Owner	Director, Student Business Services
Contact Officer	Director, Student Business Services
Approval Authority	University Registrar
Date of Next Review	December 2023

1. PURPOSE AND OBJECTIVES

This Procedure outlines the eligibility criteria and processes for withdrawal from subjects without academic and/or financial penalty.

Bond University considers applications for withdrawal without academic and/or financial penalty in accordance with the provisions of the *Higher Education Support Act 2003*.

2. AUDIENCE AND APPLICATION

This Procedure applies to all students enrolled in coursework subjects at the University. Former students are also eligible to apply for Withdrawal without Financial Penalty subject to the time limits in clause 4.5 below.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
University Registrar	<ul style="list-style-type: none"> ▪ Procedure owner ▪ May waive time limit requirements where a student can demonstrate that the application could not be made within the time limits specified ▪ Considers appeals against denial of withdrawal without academic and/or financial penalty
Director, Student Business Services	<ul style="list-style-type: none"> ▪ Reviews decisions to deny withdrawal without academic and/or financial penalty
Student Business Services	<ul style="list-style-type: none"> ▪ Considers applications for withdrawal without academic and/or financial penalty

4. PROCEDURE

4.1. Withdrawal from Subjects

Students may withdraw from a subject without academic penalty at any time up to the Last Withdrawal date for that subject. A status of 'Withdrawn (W)' is recorded against the subject concerned. A 'Withdrawn (W)' subject is not included in the calculation of the student's GPA.

Students who do not follow the approved procedure to withdraw from a subject by the prescribed date will be graded accordingly. A student who withdraws after the Last Withdrawal Date but before the examination period will receive a status of 'Withdrawn Failure (WF)' against the subject. A 'Withdrawn Failure (WF)' subject is included in the calculation of the student's GPA.

4.2. Eligibility for Withdrawal without Penalty

Students may apply to withdraw without academic and/or financial penalty for subjects other than those where the resulting grade was 'Pass (P)' or higher.

To be eligible, the student must be able to demonstrate special circumstances defined by the *Higher Education Support Act* as circumstances which:

- are beyond the student's control (refer to clause 4.3.1);
- did not make their full impact on the student until on, or after, the census date for the affected subject/s (refer to clause 4.3.2); and
- made it impractical for the student to complete the requirements for the affected subject/s (refer to clause 4.3.3).

For an application to be considered, material evidence which demonstrates that a student has been impacted by special circumstances must be provided.

Where a 'Fail (F)' grade is the consequence of a finding of academic misconduct, the student is not eligible to be considered for withdrawal without academic and/or financial penalty for that subject.

Applications for withdrawal without academic and financial penalty may be submitted within the one application.

4.3. Special Circumstances

Special circumstances may be health-related, employment-related, family/personal, or resulting from a natural disaster. The following are not considered to be special circumstances:

- Routine demands of employment;
- Family or customary obligations;
- Pre-planned travel;
- Demands of clubs and social or extracurricular activities;
- Lack of awareness of important academic dates that impact enrolment and withdrawal;
- Misunderstanding or lack of awareness of University policies and procedures;
- Not following correct enrolment or withdrawal procedures;
- Not following recommended academic advice; and/or
- Impact on FEE-HELP, forfeiture of tuition fees or other financial implications.

For pre-existing or ongoing conditions that were in place prior to the census date, students must demonstrate, by way of supporting evidence, that there was an unforeseen deterioration, exacerbation or worsening of the condition on or after the census date, to such an extent that made it impractical to continue studying.

Students who have a disability, illness, injury or health condition that impacts their capacity to complete their studies and/or assessment tasks, including examinations, are encouraged to visit the [Accessibility & Inclusion support page](#) to learn about services and support available.

4.3.1. Circumstances Beyond Control

Circumstances beyond a student's control are situation/s:

- that did not occur due to the student's action or inaction;
- for which the student is not responsible; and
- which are reasonably considered to be unusual, uncommon or abnormal.

A lack of knowledge of how FEE-HELP works is not considered beyond a student's control.

A lack of knowledge of the rules of withdrawal is also not considered beyond a student's control.

4.3.2. Timing of Circumstances

The circumstances must have first been evident on or after the [census date/s](#) for the affected subject/s. The census date for standard subjects is Friday of Week 4 of each semester. Some subjects, such as intensive mode subjects which run outside the standard timeframe, have alternative census dates. Census dates for individual subjects can be confirmed via the [eStudent portal](#).

4.3.3. Impractical to Complete Subject Requirements

Students must demonstrate, by way of supporting evidence, that the circumstances directly impacted their studies to the extent that it made it impractical to complete the requirements of the affected subject/s.

4.4. Supporting Documentation

Adequate supporting documentation for particular circumstances includes the following:

<u>Circumstance</u>	<u>Evidence Required</u>
New or ongoing medical condition	Official supporting letter from an independent AHPRA registered health professional, which must include: <ul style="list-style-type: none">▪ the health professional's provider number;▪ the date of consultation/s;▪ the date the medical condition commenced or worsened;▪ the severity of the medical condition; and▪ when and how the medical condition made it impractical to continue studies in the affected subject/s.
Personal/family reasons	Official supporting letter from an independent registered health professional, which must include: <ul style="list-style-type: none">▪ the date the circumstances commenced or worsened; and▪ when and how the circumstances made it impractical to continue studies in the affected subject/s.
Employment-related reasons	A signed and dated letter from the employer which must include: <ul style="list-style-type: none">▪ contact details of the employer;▪ independent employer advice that the student's work arrangements changed unexpectedly, and the date the work arrangements changed and the duration;

- previous work hours and location;
- current work hours and location; and
- the reason for changed hours and location.

Students are responsible for collating and providing all supporting documentation prior to lodgement of the withdrawal without penalty application. Unless prior approval is granted, or Student Business Services requests additional information to be provided, no further documentation will be accepted once the application has been submitted.

An application will be examined and determined on its merits. The University will consider the applicant's claims, together with the supporting documentary evidence submitted to substantiate the claims.

An application that fails to provide sufficient supporting documentation will be deemed ineligible and unable to be progressed, and the applicant will be notified of this in writing. If further requested documentation is not forthcoming within 10 business days of the request, the application will be deemed invalid.

The University reserves the right to check the authenticity of any documentation provided and verify statements made in the application. Students who are suspected of providing fraudulent documentation will have their application deemed invalid and will be referred to the University Registrar which may result in disciplinary action.

4.5. Time Limits

A student applying to withdraw without academic penalty must apply by Friday of Week 7 of the semester following that in which the student was enrolled in the affected subject/s.

A student, or former student, applying to withdraw without financial penalty must apply within 12 months of the date of withdrawal or, if not withdrawn, within 12 months from the last day of the semester in which the impacted subject/s were undertaken.

Late applications will not normally be accepted.

4.6. Review and Appeal

Where a student's application has been assessed in relation to withdrawal without academic and/or financial penalty and an outcome provided, the student may, if they believe the outcome to be incorrect, submit a request for review and/or appeal in accordance with the Student Review and Appeals Procedure.

5. DEFINITIONS, TERMS, ACRONYMS

AHPRA	Australian Health Practitioner Regulation Agency
Business days	Days falling from Monday to Friday from 8:30am to 5:00pm excluding public holidays.
Faculty	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
Grade Point Average (GPA)	The average of the grades obtained by a student in all subjects weighted by the credit point value of each subject in accordance with the formula: $GPA = \frac{\text{Sum}(GP)}{\text{Sum}(P)}$, where G=grade for each subject and P=credit point value for each subject. If for any reason a student does not achieve a grade in a subject, the value of G for that subject shall be taken as zero. The GPA can be calculated for a semester or for a program.
Last Withdrawal date	Last date a student can withdraw from subject availability without receiving an academic penalty.
Semester	A designated academic period, normally of 14 weeks duration including any relevant examination period. Standard semesters in the academic year commence in January, May, and September.
Subject	A segment of instruction approved by a Faculty or UAU as being a discrete part of the requirements for a program offered by the University and identified by a unique subject code.
Student Business Services	The unit that deals with the administration of all student activities including registration/enrolment, examination, timetabling and graduation.

Student Assist

The service point available to students to visit which provides advice on administration of all student activities including For assistance with enrolment, timetabling, registration, scholarships, financial aid, international support, graduation and study plan management.

**University
Academic Unit
(UAU)**

Bond University College (headed by the Director) and Transformation CoLab (headed by the Deputy Provost Education).

6. RELATED DOCUMENTS

[Enrolment Policy \(SS 5.4.4\)](#)

[Student Grievance Management Policy \(SS 5.8.1\)](#)

[Student Review and Appeals Procedure](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
December 2022			Date first approved Regulations to Procedure