



# Higher Degree Research (HDR) Candidate Application for Late Withdrawal from a Coursework Subject without Academic Penalty

## INSTRUCTIONS

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

1. Before completing this form, please refer to the [Coursework Rules](#) for guidelines for addressing the extenuating circumstances.
2. You are required to attach a statement detailing your reasons for applying for Late Withdrawal and supply relevant supporting documentation.
3. You are required to gain approval on this form from the faculty. Please meet with your Supervisors and Head of Postgraduate Studies to make an alternative study plan.
4. Please note you remain liable for subject fees. Tuition fee refund requests must be made through a separate application process, and assessments for fee refunds are made in accordance with the [UOW Fees Policy](#).

## REASONS FOR LATE WITHDRAWAL

Attach a statement detailing your reasons for applying for Late Withdrawal and relevant supporting documentation. Applications may only be approved if you have acceptable medical, personal, or compassionate reasons.

## PERSONAL DETAILS

Student number	
Given name	
Surname	
Course code	
Course name	
School or Research Institute Centre	

**SUBJECT INFORMATION**

Subject code	Subject name	Session & year attempted	Subject coordinator name	Subject coordinator signature	Grounds for recommendation

**DECLARATION**

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

Applicant's name			
Signature		Date	

**SUPERVISOR APPROVAL**

Please advise alternative study plan for completion of course requirements			
Supervisor name			
Signature		Date	

**HEAD OF SCHOOL APPROVAL**

HoS name			
Signature		Date	