



UOW ADMINISTRATION

Late Withdrawal Without Academic Penalty – Offshore Partner

WHEN TO USE THIS FORM

1. If studying a University of Wollongong (UOW) course with one of our Offshore Partners
2. It is too late to withdraw via SOLS and you have a reason beyond your control (medical or compassionate grounds) that prevents you from continuing in the subject.

INSTRUCTIONS

1. Please read the Coursework Rules <https://policies.uow.edu.au/document/view-current.php?id=4> (Section 3 Withdrawal from Subjects) before completing this form.
2. Check with the Administration Unit of your Offshore Partner that you qualify.
3. Attach a **typed statement and supporting documentation** detailing your reasons for applying for Late Withdrawal without Academic Penalty.
4. Return the completed application form to the **Administration Unit at your Offshore Partner Institute**. Your form will be forwarded to the appropriate UOW Faculty for approval.
5. Approved forms will be forwarded to Student Services Division.
You will be advised by SOLSmail of the outcome of the assessment process (allow 2 weeks for processing).



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PERSONAL DETAILS

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

Course Code: _____ Course Name: _____ Major: _____

SUBJECT INFORMATION

Subject Code	Subject Name	Session & Year Attempted	Approval	Approver's Name*	Approver's Signature	Grounds for Recommendation
			Yes / No			
			Yes / No			
			Yes / No			
			Yes / No			

*Faculty approver must be as per the Delegations of Authority Policy

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

Student Signature: _____

Date: _____