

Important information for students wishing to lodge an appeal for the review of an E grade

Supporting documentation

If there is additional documentation which was not lodged with the original Withdrawal without academic penalty application that would support this application, it should be indicated in section 4 and attached and submitted with this application.

More information on what is accepted as supporting documentation is available online at www.uws.edu.au/supportingdocumentation.

All supporting documentation must be an original document (on official letterhead) or certified as a true copy by a Justice of the Peace or by an authorised UWS Student Central officer. Information on how to certify your documents is available online at www.uws.edu.au/certifyingdocuments.

Assessment options

You must select one option only when completing this section.

Withdrawal without academic penalty grade

If you select 'Withdrawal without academic penalty' and your application is successful, you will be awarded a 'W grade – no academic penalty' for the units listed on your application. You will still have to pay the tuition fees for the units and your Student Learning Entitlement will not be changed.

Withdrawal without academic penalty grade and remission of fees

If you select 'Withdrawal without academic penalty and remission of fee' and your application is successful, you will be awarded a 'W grade – remittance'. Depending on the circumstances, the University will tell the Australian Taxation Office (ATO) to remove any HECS-HELP or FEE-HELP debts for the relevant unit/s or the University will organise for you to receive a refund according to current refund policy and procedure for any upfront Student Contributions or Tuition fees you paid. If you are a Commonwealth Supported student, your Student Learning Entitlement for the unit/s will also be re-credited.

When I know the outcome of my appeal?

You should receive advice in writing of the outcome of this appeal within 45 days of lodgement. If you have not received advice within this timeframe please email enrolments@uws.edu.au.

This appeal is the final decision of the University. Please do not contact the University for reconsideration.

What can I do if my appeal is unsuccessful?

If you selected the Withdrawal without academic penalty grade option on this form, and you were unsuccessful in your application, the decision is final. You do not have any further right or avenue of appeal. The grade/s will stand as they are.

If you selected the Withdrawal without academic penalty grade and remission of fees option on this form, and your application was unsuccessful you have the right to appeal the decision and apply for reconsideration with the Administrative Appeals Tribunal (AAT) under Section 27A of the Administrative Appeal Tribunal Act 1975 (AAT Act). Further details are available online at www.aat.gov.au.

Lodging your form and outcomes

Applications may be lodged at any Student Central or posted to:

Appeals Review Officer
Academic Registrar's Office
Building I, Penrith Campus
University of Western Sydney
Locked Bag 1797
Penrith NSW 2751