

WITHDRAWING AFTER CENSUS

Students can change their enrolment at the beginning of each semester. However, to **avoid financial liability** and **academic penalty**, changes must be made by the **CENSUS** date of the particular semester that you are enrolled in.

The census dates for the academic year can be found at:

<https://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date>

After census date, you should immediately contact the UTS Student Centre if:

- Your subject(s) enrolment is incorrect
- You want or need to discontinue your studies, either completely or for a semester or two

Withdrawing from Subjects after Census Date

If you need to withdraw from your subject(s) after the census date, you have two options:

1. Submit an eRequest together with a personal statement outlining your circumstances. After you have successfully withdrawn from the subject and if you believe that **special circumstances** apply to your situation, you can apply to withdraw **without academic and financial penalty**. This is done by submitting a single application form: https://www.uts.edu.au/sites/default/files/sau-remission-help-debt-application-no-academic-penalty-special-circumstances_0.pdf.
2. If **special circumstances** do not apply to you and you believe that your ability to study was compromised beyond your control, you may apply to withdraw from your subject(s) **without academic penalty**. A personal statement must accompany your request and submitted via an eRequest.

What are Special Circumstances?

Special circumstances are issues that significantly impact on a student's ability to continue on with their studies, including, health issues, medical needs and family issues. You must also be able to demonstrate that the special circumstances that apply were:

- beyond your control: and
- did not occur or make their full impact on you until after the Census date: and
- the special circumstances made it impracticable for you to successfully complete the requirements for the subject(s).

They must be considered to be **unusual and uncommon** and supporting documentation must be provided to verify your claims. Please read carefully the rules relating to special circumstances:

<https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/refunds-and-remissions>

If you require assistance in preparing your application, please contact the UTS Students' Association (Level 3, Tower Building) or the Counselling Service at UTS Student Services (Level 6, Tower Building).