



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).  
**Read the important information on page two before completing this form.**

If you have indicated in section 4 that you have additional supporting documentation, please ensure you have attached it to this application. You do not need to re-submit supporting documentation you provided with your W Grade application.

## 1 - PERSONAL DETAILS

Student ID number

Daytime contact phone number

OFFICE USE ONLY - Appeal number

Title

Family name

Given name(s)

Course number

Course name

Teaching session including year

## 2 - ASSESSMENT OPTIONS

Please select which of the following you are applying for:

- Withdrawal without academic penalty grade       Withdrawal without academic penalty grade and remission of fee

## 3 - UNIT DETAILS AND REASON FOR WHICH THE APPEAL IS BEING LODGED

Unit code	Unit name	Unit code	Unit name

Please state briefly the reason/s you are applying for a review:

## 4 - SUPPORTING DOCUMENTATION

You are not required to re-submit supporting documentation which was attached to your original Withdrawal Without Academic Penalty Application. However, if further supporting documentation is available it should be attached to this form. Is additional supporting documentation attached?       Yes       No

## 5 - STUDENT DECLARATION AND SIGNATURE

I declare that the information provided by me on this form is true and correct and I give The University permission to seek verification of this information from the issuing doctor or agency. I also agree to the release of personal information about me for the purpose of processing this application.

Student's signature

 SIGN HERE

Date

## OFFICE USE ONLY

Has the original Withdrawal Without Academic Penalty been reviewed?       Yes       No

Has the student attached any additional documentation to this application?       Yes       No

If yes, does the additional documentation in conjunction with the original application support the student's case for review?       Yes       No

Is this appeal successful?       Yes       No

Comments

Date Received

Reviewer's signature

 SIGN HERE

Date

# IMPORTANT INFORMATION FOR STUDENTS WISHING TO LODGE AN APPEAL FOR THE REVIEW OF AN E GRADE

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## 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 [westernsydney.edu.au/supportingdocumentation](https://westernsydney.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 Student Central officer. Information on how to certify your documents is available online at [westernsydney.edu.au/certifyingdocuments](https://westernsydney.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@westernsydney.edu.au](mailto:enrolments@westernsydney.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 [aat.gov.au](http://aat.gov.au).

## Lodging your form and outcomes

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

Appeals Review Officer  
Student Experience Office  
Building I, Penrith Campus  
Western Sydney University  
Locked Bag 1797  
Penrith NSW 2751