



Requests for retrospective withdrawals (fee remission) must be made within 12 months of the withdrawal date or, for failed units, within 12 months from the end of the study period. The University may waive this requirement if it is verified that submission was not possible within this timeframe. Lack of awareness about the process or your HELP debt does not qualify as a valid reason to waive the application time limit.

This is not an application for a retrospective withdrawal. If your request to waive the 12-month application period is approved, you will then be asked to submit a separate application for retrospective withdrawal.

Student Central

1300 687 3624
studentcentre@murdoch.edu.au

Student Information

Student Number	First Name	Surname	Course
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Unit Details

Please submit one application per teaching period.

Unit Code	Unit Title	Teaching Period	Year
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Reason for not submitting application (select from the drop down)

Personal Statement

Please explain why you were unable to submit your application for retrospective withdrawal within the standard 12-month period. This explanation should address the specific reasons that prevented you from applying on time, rather than focusing on the circumstances during the teaching period. Ensure that each aspect of your explanation is supported by independent and verifiable evidence.

Guidelines

1. The merit of your application will be evaluated on a case-by-case basis. Submission of your application does not guarantee the 12 month application period will be waived.
2. Please ensure you are able to provide independent supporting evidence with your application to verify your claims of why it was not possible to submit an application in the 12 month application period.
3. If your application to waive the 12 month application period is approved, you will then be asked to submit an application for retrospective withdrawal.

Student declaration: I declare that the information I have provided is true and complete. I acknowledge that Murdoch University reserves the right to verify this information and may review, vary, or reverse any decision based on incorrect or incomplete details. I understand that providing false, altered, or misleading information may result in disciplinary action. I understand that I may be asked to provide additional consent for information disclosure if required and that all information will be retained in accordance with Murdoch University's Privacy Policy.

Signature:

Date:

Submission of Form: Please save a PDF copy of this form and send as an attachment via:

1) MyAnswers > Ask A Question
(<http://www.murdoch.edu.au/goto/MyAnswers>) or,
2) email to studentcentre@murdoch.edu.au
Please send from the email address recorded in MyInfo.

This form is best viewed in
Adobe Acrobat Reader.