

Procedure: Late withdrawal

程序：逾期退课

Purpose

目的

This procedure covers the process for administering applications for late withdrawal.
此程序涵盖了逾期退课申请的管理流程。

Procedure

程序

Application

申请

1. Applications for late withdrawal are to be submitted within 12 months of the date of withdrawal, or, within 12 months from the last day of teaching in the teaching period in which the course(s) was, or were to be undertaken. Only one application can be submitted per course.
逾期退课的申请应在退课之日起 12 个月内提出，或自课程教学期间的最后一天起 12 个月内提出。每门课程只能提交一次申请。
2. Students submit applications for late withdrawal using the relevant Manage My Degree form in ISIS. Applications include both:
学生可使用 ISIS 中的“管理我的学位”表格提交逾期退课的申请。申请包括：
 - a. A written statement:
一份书面声明：
 - explaining the reason(s) for requesting a late withdrawal from the course(s); and
解释要求逾期退课的原因；并
 - addressing criteria 3.a), 3.b) and 3.c) below; and
主要围绕下文中的 3.a)、3.b) 和 3.c)标准进行说明；以及

- explaining why the course(s) were not dropped prior to census date.

解释没有在免罚款退课截止日之前退选课程的原因。

- b. Independent supporting documentation to support claims in the written statement.

能够支持书面声明中主张的独立证明材料。

3. Late withdrawal may be granted to students who encounter unavoidable and unexpected extenuating circumstances that impede their successful completion of a course where the circumstances occur or are exacerbated after the census date.

Unavoidable and unexpected extenuating circumstances include those that:

学生遇到了不可避免、无法预料且情有可原的情况，或者这种情况在免罚款退课截止日之后加剧而无法成功完成课程，可以获准逾期退课。不可避免、无法预料且情有可原的情况包括：

- a. **are beyond the student's control**; for example: a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge of ANU administrative processes or how HECS-HELP or FEE-HELP work is not considered beyond a person's control.

超出了学生的控制范围；例如：在一个理性人看来，发生的情况并非由于当事人直接或间接的作为或不作为而导致，并且当事人对此情况的发生不承担责任。这种情况一定是异常、罕见或反常的。不了解澳大利亚国立大学管理流程或 HECS-HELP 或 FEE-HELP 如何工作，不能被认为超出了个人可以控制的范围。

- b. **did not make their full impact until on or after the census date**; for example: the circumstances occurred:

直到免罚款退课截止日当天或之后才产生全部影响；例如：情况发生在：

- before the census date, but worsened after that day;
免罚款退课截止日之前，但是在免罚款退课截止日之后恶化；
- before the census date, but the full effect or magnitude did not become apparent until on or after that day; or
免罚款退课截止日之前，但直到免罚款退课截止日当天或之后，才显现出全部影响或严重性；或者
- on or after the census date.
免罚款退课截止日当天或之后。

c. **made it impracticable to complete the course requirements**; for example:
使完成课程的要求变得不切实际；例如：

- undertake the necessary private study required, attend sufficient lectures or tutorials or meet other compulsory attendance requirements to meet compulsory course requirements;
必修课程要求学生进行必要的私人学习、参加足够次数的大课或小班辅导课，或满足其他强制出勤的要求；
- complete the required assessable work;
完成所需的可评估作业；
- sit the required examinations; or
参加所需的考试；或
- complete any other course requirements.
完成课程的其他要求。

4. Independent supporting documentation may include:

独立证明材料包括：

a. **For medical reasons:** a statement from a doctor stating:

对于医疗原因：一份由医生开具的包含以下内容的声明：

- the date the medical condition began or changed; and
该医疗状况开始出现问题或出现变化的日期；以及
- how the condition affected the student's ability to study; and
这种状况如何影响学生的学习能力；以及
- when it became apparent that the student could not continue with their studies.
从什么时候开始学生明显地无法继续学习。

b. **For family/personal reasons:** a statement from a doctor or counsellor stating:

对于家庭/个人原因：一份由医生或咨询师开具的包含以下内容的声明：

- the date the personal circumstance began or changed; and
这种个人情况开始出现或发生变化的日期；以及
- how the student's circumstance affected their ability to study; and
学生的这种状况如何影响他们的学习能力；以及
- when it became apparent the student could not continue their studies.
从什么时候开始学生明显地无法继续学习。

c. **For employment-related reasons:** a letter from the student's employer stating:
对于与就业相关的原因：一封来自学生雇主的信，说明：

- the student's previous work hours and location; and
该学生之前的工作时间和地点；以及
- the student's current work hours and location; and
该学生现在的工作时间和地点；以及
- the reason for changed hours and location.
更改工作时间和地点的原因。

d. **For course related reasons:** a statement from the student's College stating:
对于与课程相关的原因：一份来自学生所在学院的声明，说明：

- that they have been disadvantaged by changed arrangements to their course;
and
学生因课程安排改变而处于不利地位；以及
- that it was impossible for the student to undertake an alternative course.
学生无法参加替代课程。

5. The Division of Student Administration advises students if additional supporting documentation is required. Students provide additional supporting documentation as directed by the Division of Student Administration.

如果需要额外的证明材料，教务处会告知学生。学生根据教务处的指示提供其他证明材料。

6. The Division of Student Administration notifies students of the outcome of a late withdrawal application within 28 business days of receipt of a completed application.

教务处在收到完整申请后的 28 个工作日内，将逾期退课申请的审批结果通知学生。

Refunds & HELP remissions

退款及 HELP 减免

7. Students who paid their tuition fees upfront to the University and who have a late withdrawal application approved are eligible to apply for a refund in accordance with the Student refunds policy and procedure.

提前向大学支付学费并且获批逾期退课的学生，可以根据学生退款政策和程序申请退款。

8. Domestic students who elect to defer their fees to their HELP loan and who have a late withdrawal application approved, will have the debt removed from their HELP loan. Advice of revised debts are submitted by the University to the Department of Education at scheduled times during the year. The management of this is then

between the Department of Education and the Australian Taxation Office (ATO).
选择将学费推迟用到其 HELP 贷款中并且已批准延迟提款申请的本国学生，将从其 HELP 贷款中移除该债务。大学将在当年规定时间将修改后的债务通知书提交给教育部。然后由教育部和澳大利亚税务局（ATO）负责处理。

Appeals

申诉

9. Students may appeal a late withdrawal application decision by lodging a written appeal addressed to the Registrar, Division of Student Administration, outlining the grounds for the appeal and addressing the reason(s) for the decision not to approve the application.

学生如果对逾期退课申请的审批结果不满意，可以向教务处的教务长提出书面申诉，概述申诉理由并对不批准该申请的决定中所列理由进行回应。

10. Appeals are submitted to studentcentral.manager@anu.edu.au within 28 days of the date of the letter advising the outcome of the late withdrawal application.

申诉应在通知逾期退课申请审批结果的信件发出之日起 28 天内提交至 studentcentral.manager@anu.edu.au。

11. The Registrar considers the request and advises the student of the outcome in writing.

教务长考虑该请求并以书面形式将结果告知学生。

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