

Late Application to Delete Courses

Please read carefully and complete all sections below

Any correspondence about this application will be emailed to your University of Auckland email address

Student's details

First name/s:	<input type="text"/>	ID number:	<input type="text"/>
Last name:	<input type="text"/>	Phone:	<input type="text"/>

Course Enrolments to be considered for deletion

Tick here if you want to apply to delete all enrolments from the current semester:

If you wish to delete some, but not all, enrolments, please list enrolments to be considered for deletion below. A reduction in course workload will be considered only where the evidence can sufficiently justify this, and will not normally be considered in the last week of lectures.

Subject code (eg, ENGLISH, ACCTG)	Course code (eg, 101, 101G)			

Exceptional circumstances

If you are unable to continue with your enrolments due to exceptional circumstances such as illness, injury or events beyond your control and can supply supporting evidence of those circumstances, you can apply for late deletion.

To make an application we need a **covering letter** detailing your grounds for a late deletion, including **supporting evidence** from an independent professional advisor, such as your doctor or counsellor. Evidence should:

- Confirm the exceptional circumstances and verify the date the circumstances began and how long they continued;
- Explain how this affected your ability to attend lectures and complete coursework; and
- Contain a recommendation about whether you are able to continue with your current semester's study.

A decision will be made to approve or decline your application. If your application is approved, you may be eligible for a partial refund of fees where the application is received early in the semester. However, there will be no refund of the Student Services Fee.

For further information regarding Late Deletions and Refund of Fees please refer to the Enrolment and Programme Regulations (40, 42 and 43) at: www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html.

Submission date

Applications and evidence must be received (contact details above right) before the last day of lectures in the current semester.

Declaration

I understand that the information associated with this application will be used for the purpose of considering a late deletion only and will not be released to other persons.

I confirm that the information contained in this application is true and correct in every particular and that I have not withheld any information that could have a material bearing on the application.

Signature: _____ Date:

Office use only

- Deletion approved
 100%
 75%
 50%
 25%
 No refund
 Withdrawal approved
 Application declined

Comments

Authorised signature: Date: