

SCHEDULE 1: UNIT ADDITION AND WITHDRAWAL

Students should note that financial penalties may also apply to withdrawal of units. Refer to Schedule 2: Fees and Charges (Table I: Domestic Tuition Cancellation Charges and Table J: International Tuition Cancellation Charges) for more information.

Teaching Period	Last day to add units	Last day to withdraw from units without academic penalty
Semester 1 (SEM-1) Semester 2 (SEM-2)	Close of business, Friday, 2 nd week of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 9 th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 9th week of teaching period.
Summer Program (SUM) 13 Week Teaching Period (13TP1-3)	Close of business, Friday, 2 nd week of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 9 th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 9th week of teaching period.
12 Week Teaching Period (12TP1-3)	Close of business, Friday, 2 nd week of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 8 th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 8th week of teaching period.
6 Week Teaching Period (6TP1-6) Summer Program 1 (SUM-1) Summer Program 2 (SUM-2)	1 st day of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 4 th week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 4th week of teaching period.
5 Week Teaching Period (5TP1-9)	1 st day of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 3 rd week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 3rd week of teaching period.
Non-standard intensive teaching periods (≤ 2 weeks in length) where unit enrolment is either in Semester 1 or Semester 2 teaching periods	1 st day of teaching period	No academic penalty if withdrawal prior to commencement of teaching. 'Withdrawn-Failure' recorded if cancellation after commencement of teaching.
Non-standard intensive teaching periods (> 2 weeks but < 6 weeks in length) where unit enrolment is either in Semester 1 or Semester 2 teaching periods	1 st day of teaching period	No academic penalty if withdrawal prior to close of business, Friday, 2 nd week of teaching period. 'Withdrawn-Failure' recorded if cancellation after close of business, Friday, 2nd week of teaching period.

Teaching Period	Last day to add units	Last day to withdraw from units without academic penalty
Exchange - 1 (XCH-1)	Addition of unit requires special approval from the International Exchange Officer	No academic penalty if withdrawal prior to close of business, Friday after 30 April 'Withdrawn-Failure' recorded if cancellation after close of business, Friday after 30 April
Exchange - 2 (XCH-2)	Addition of unit requires special approval from the International Exchange Officer	No academic penalty if withdrawal prior to close of business, Friday after 15 October 'Withdrawn-Failure' recorded if cancellation after close of business, Friday after 15 October