



**AUSTRALIAN  
FILM TELEVISION  
AND RADIO SCHOOL**



**Australian Government**

**AFTRS**

## APPLICATION FOR SPECIAL CONSIDERATION

Special Consideration recognises hardship or exceptional circumstances that may affect or has affected your progress through a course of study. Exceptional circumstances include:

- Acute illness;
- loss or bereavement; or
- hardship.

You may apply for Special Consideration if exceptional circumstances are likely to prevent you from meeting the course requirements. Evidence to support an application for Special Consideration must be supplied. This may include:

- Medical certificate and/or letter from a medical professional;
- Death notice or certificate;
- Statutory declaration from you and/or relevant people.

Applications for Special Consideration are to be lodged with the Student Centre Manager who will facilitate approval from the Director of the teaching division and communication to the Subject Leader/Specialist Lecturer.

Where necessary, alternative coursework may be authorised by Director of the teaching division and advised to the Student Centre Manager.

1. STUDENT DETAILS	
<b>Name:</b>	<b>Student No.</b>
<b>Course:</b>	
2. REASON FOR APPLICATION	
<b>Medical</b> – medical certificate/s must be attached	<input type="checkbox"/>
<b>Non-medical</b> – supporting statement/s or certificates must be provided by an appropriate person and/s or other documentation	<input type="checkbox"/>
<b>Reason/s for requesting Special Consideration:</b>	
<b>Outline how these reason/s have impacted on your course work:</b>	

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

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<b>Please list evidence you have attached in support of your application:</b>

<b>3. DETAILS OF SUBJECT/S</b>
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<b>Year/Semester:</b>	
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<b>Subject Code:</b>	<b>Subject Name:</b>	<b>Assessment Task</b>	<b>Original Assessment Due Date:</b>	<b>New Assessment Due Date:</b>

<b>4. STUDENT DECLARATION</b>
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I declare that the information I have submitted in this application is true, correct and not misleading. I understand that AFTRS may vary or reverse any decision concerning my application or not process my application if this is not the case, and that giving false or misleading information may also be an offence under the *Criminal Code*. [I authorise AFTRS to contact any person or organisation giving supporting documents for the purpose of verifying the information they contain.]

<b>Signed:</b>		<b>Date:</b>	
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<b>5. PRIVACY INFORMATION</b>
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AFTRS requires the information you give in this application, and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#), which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

**OFFICE USE ONLY**

<b>6. RECOMMENDATION AND APPROVAL</b>
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<b>Director of Screen/ Specialist Program:</b> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	<b>Signature:</b>	<b>Date:</b>	
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<b>Director of Education:</b> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	<b>Signature:</b>	<b>Date:</b>	
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<b>7. STUDENT CENTRE ACTION</b>
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<b>Decision received:</b>		<b>Date:</b>	
<b>Convener/ Specialist Teacher advised of decision</b>		<b>Date:</b>	
<b>Applicant advised of decision:</b>		<b>Date:</b>	