

## 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 your 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.

Where necessary, alternative coursework may be authorised by Course Leader and advised to you.

### 1. STUDENT DETAILS

Name:		Student No.	
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Course:	
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### 2. REASON FOR APPLICATION AND DOCUMENTATION

**Medical** – medical certificate/s must be attached

**Non-medical** – supporting statement/s or certificates must be provided by an appropriate person/s and or other documentation

Reason for requesting Special Consideration

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### 3. ASSESSMENT TASK DETAILS AND DUE DATE

**Please note:** All the assessment details that require special consideration must be completed below, please refer to the Assessment Overview page in Moodle.

Subject Name:	Assessment Task	Original Assessment Due Date:	New Assessment Due Date:

#### 4. STUDENT DECLARATION

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.]

Signed:		Date:	
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#### 5. PRIVACY INFORMATION

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:

Application received in the Student Centre	Date:	
Application complete with all required documents	Date:	

#### 6. RECOMMENDATION AND APPROVAL

Student Engagement Manager OR Course Leader: Recommended                      Not Recommended	Signature:	Date:	
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Director of Teaching and Learning: Approved                      Not Approved	Signature:	Date:	
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#### 7. STUDENT CENTRE ACTION

Advise Lecturer/Subject Leader of decision

Advise applicant of decision

Revise dates in Moodle

Upload to Paradigm