

APPLICATION FOR SPECIAL CONSIDERATION

Special Consideration is available if you require an extension or an assessment due to greater than a standard extension. Please refer to **Section 13.5 Special Consideration Application Guidance** in the [AFTRS Student Handbook](#) for more information.

Special Consideration applications require supporting documentation and are endorsed by a Student Engagement Manager and approved by your Program Convenor. To apply, you must submit this form completed and signed with supporting documentation via email to StudentEngagementManager@aftrs.edu.au prior to the due date of the assessment. Applications submitted after an approved due date will not be accepted.

Special Consideration may be granted due to circumstances beyond your control which may include:

- short term illness at least 5 days in duration of moderate severity;
- serious illness or psychological condition
- hardship or trauma;
- loss or bereavement;
- exceptional employment demands;
- caring responsibilities; or
- misadventure

If your current circumstances impact attendance, engagement, or more than one assessment deadline, it is recommended you meet with a Student Engagement Manager. You can book an appointment here: <https://aftrs.libcal.com/appointments/>

1. STUDENT DETAILS

Name:		Student No.	
Course:			

2. REASON FOR APPLICATION

Please provide in the box below the reason for requesting Special Consideration:

3. SUPPORTING DOCUMENTATION

Supporting documentation is required to process this application. Documentation is required to support the nature of this application which you identified in **2. Reason for application** in the box above. Please refer to **Appendix A: Supporting Documentation and Evidence** in the [AFTRS Student Handbook](#) to understand these specific requirements. The Student Centre can support you if you are unsure about documentation requirements. Please email the documentation with this completed application form to StudentEngagementManager@aftrs.edu.au. Once received and reviewed, the Student Engagement Manager may request additional documentation to recommend to the Program Convenor for final approval.

4. ASSESSMENT TASK DETAILS AND DUE DATE

Please list below any assessments that you are applying for Special Consideration. You can refer to the Assessment Overview page in Moodle for details

Subject Name:	Assessment Number:	Assessment Name:	Original Assessment Due Date:	Proposed Assessment Due Date:	Approved Assessment Due Date (Office Use Only)

4. STUDENT DECLARATION

I declare the information I have submitted in this application is true, correct and not misleading. I understand giving false or misleading information may also be an offence under the Criminal Code. For that reason, AFTRS may either not process my application or vary or reverse any decision concerning my application. [I authorise AFTRS to contact any person or organisation listed on my supporting documents for the purpose of verifying the information.]

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 to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#). This policy 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 Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	

6. RECOMMENDATION AND APPROVAL

Student Engagement Manager (SEM):

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Signature:	Date:	
Comments (if applicable):			

Program Convenor or Delegate:

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Signature:	Date:	
Comments (if applicable):			

7. STUDENT CENTRE ACTION

- Advise Program Convenor, Discipline Lead/Program Convenor of decision
- Advise applicant of decision
- Revise dates in Moodle
- Upload to Paradigm

