



# Application for Special Consideration

## APPLICATION FOR SPECIAL CONSIDERATION

Refer to Policy:ACER PP3117 SPECIAL CONSIDERATION POLICY

Student ID \_\_\_\_\_

Period for which special consideration is sought

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
day month year day month year

Surname: \_\_\_\_\_

Other names: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Course: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Unit: \_\_\_\_\_

Indicate work for which special consideration is requested, including relevant due dates.

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Please state briefly the reason for your application in your own words

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### LIST ATTACHED SUPPORTING DOCUMENTATION (SEE REVERSE)

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Special consideration application received

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
(Institute Director's office) (Student)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- i. If an application is sought on medical grounds, a certificate from a registered health care provider which indicates:
  - Name of student;
  - Date the certificate was written and signed;
  - Date on which the health care provider considers the student is likely to return to studies; and be addressed to the Course Coordinator.
  
- ii. If an application is sought on compassionate grounds, documentation may include
  - Notification or letter from a registered psychologist;
  - Death certificate or death notice, and, if relationship with deceased is not obvious, a Statutory Declaration indicating relationship;
  - Police report plus a Statutory Declaration indicating relevance;
  - Letter from a minister of religion (or the like) on relevant letterhead;
  - Letter from an employer on company letterhead.
  
- iii. If an application is sought on the grounds of extenuating circumstances, documentation may include
  - Notification or letter from a registered psychologist;
  - Letter from a minister of religion (or the like) on relevant letterhead;
  - Jury notice or letter from relevant authority on relevant letterhead;
  - Police report plus a Statutory Declaration indicating relevance;
  - Satisfactory written evidence from the armed forces on relevant letterhead;
  - Letter from an employer on company letterhead;
  - Selection confirmation on the letterhead of the state, national or international sporting body;  
or
  - Letter from a relevant cultural authority on relevant letterhead