



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: _____

Date of Birth ____/____/____

Other names: _____

Address: _____

Postcode _____

Telephone: _____ Email: _____

Course: _____

Unit: _____

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

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

LIST ATTACHED SUPPORTING DOCUMENTATION (SEE REVERSE)

✂ -----

Special consideration application received

Signed _____
(Institute Director's office)

Signed _____
(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