

Special Consideration Form (FR4.16)

Special Consideration Form

This form is to be completed by students who have encountered **severe and prolonged** difficulties that impedes their ability to complete their course as per **INT - DC1.2 Student Agreement** and **INT - PR4.6 Special Consideration Procedure**.

Please complete all fields in this form, failure to provide the requested information may result in a delay in processing your application. Please submit this completed Form to the Student Support Team by email at studentsupport@opencolleges.edu.au

First Name		Last Name	
Student Number		Date	
Course Name			

My circumstance relates to: *(please tick most appropriate)*

Medical Condition	<input type="checkbox"/>	Financial Difficulties	<input type="checkbox"/>	Personal Difficulties	<input type="checkbox"/>
Other <i>(please specify)</i>					

Have you undertaken the mandatory deferment period prior to lodging this form?

YES.	<input type="checkbox"/>	NO. <i>Please contact Student Support on 000 800 100 9397 before completing this form.</i>	<input type="checkbox"/>
------	--------------------------	--	--------------------------

Supporting Documentation

To support your case for Special Consideration, you **must** attach supporting documentation which specifically demonstrates:

- Severe circumstances are “severe and prolonged” impeding your ability to complete your course
- The expected duration of the severe and prolonged difficulty

Below are examples of the types of documentation accepted. Please tick the type documentation you have attached
(Failure to produce supporting documentation will result in a rejection of your application)

Medical Certificate	<input type="checkbox"/>	Counsellor / Psychologists Evaluation	<input type="checkbox"/>
Police Report	<input type="checkbox"/>	Court or Legal Documentation	<input type="checkbox"/>
Insurance Claims	<input type="checkbox"/>	Financial Documentation (past 90 days)	<input type="checkbox"/>
Other <i>(please specify)</i>			

Please provide a summary of your circumstances. *Please be as specific as possible, including any relevant names, dates and times.*

How can we improve this document?

If you can identify opportunities for us to improve this document, please email improvements@opencolleges.edu.au. This request will automatically be logged on our Continuous Improvement Register. Please include the document reference number in your email and specific details about how we can improve the document.