



Application for Special Consideration

A Special Consideration application must be made within five (5) working days of the assessment task due date. Lodging an application for Special Consideration does not guarantee that you will be granted an additional/alternative assessment. You should continue to work on your assessments and complete them as soon as possible.

Instructions

- Applications to lodge a special consideration must include appropriate supporting documentation.
- Applicants are required to sign and date their application.
- Applications, once completed, must be submitted to Program Co-ordinator (afma@mq.edu.au)

SUPPORTING EVIDENCE CAN INCLUDE:

- original supporting documentation, or
- a medical certificate, or
- a completed Professional Authority Form (PAF)
- appropriate documentary evidence for non-medical circumstances

THE EVIDENCE MUST:

- identify the circumstances
- include dates and/or the length of the circumstances
- explain the severity and impact of the circumstances
- clearly describe how the circumstances have adversely affected your capacity for effective study to which an assessment relates
- include the date(s) on which you were seen by the professional providing the evidence

APPLICATIONS FOR SPECIAL CONSIDERATION MAY BE REFUSED IF:

- not submitted in the manner and timeframe required
- you have not complied with all other mandatory requirements for successful completion of the unit
- they are not supported by appropriate documentary evidence



Reason & Supporting Document Details:

SERIOUS CIRCUMSTANCES

SUPPORTING EVIDENCE

Short-term illness

Medical Certificate
or
Professional Authority Form

Hardship or Trauma

Statutory Declaration
or
Medical Certificate
or
Professional Authority Form – stating how the student was affected
or
Official letter from relevant source/authority

Death of a relative/close friend

Statutory Declaration – stating the relationship to the student
or
Medical Certificate
or
Professional Authority Form - stating how the student was affected
or
Death Notice/Certificate

Unavoidable commitments

Wedding invitations accompanied by Statutory Declaration
or
Letter from religious leader/Elder
or
Letter from employer – stating why the student cannot be released from the unexpected work commitments
or
Letter from doctor/medical certificate
or
Letter confirming student's attendance to Jury Duty/court date

Exacerbation of ongoing illness

Medical Certificate
or
Professional Authority Form – supporting exacerbation

Elite athlete or performer commitments

Official letter from the Macquarie Elite Athlete Program supporting increased training commitments/ competition

Army Reservists/SES commitments and Volunteer Firefighters

An official training notice from organiser explaining why attendance is required
or
Statutory Declaration



Special Consideration Application Form:

Participant Name:	
Contact Phone Number:	
Contact Email Address:	
Program:	
Unit of Study:	
Term:	
Event / Reason for the Application:	
Date From:	
Date to:	
Requested Duration (days)	
Supporting Documents Provided	
Details for Application:	
Disruption Details (i.e., workshop, assignment, report):	
Due Date:	
(Optional) Please provide any further details of the event that may be relevant to this unit:	



APPLICANT'S DECLARATION

I declare that the information I have provided on this application is true and correct.

Student's Signature:

Date:

OFFICE USE ONLY - APPROVAL

Request Approved

Request Denied

Program Director's Signature:

Date:

Program Director Comments: