

SPECIAL CONSIDERATION (HE) FORM

Before making an application for Special Consideration, students are encouraged to discuss their situation with the relevant Staff member/s and if appropriate the International Office to determine if this is the most suitable option. Please refer to Assessment, Credit and Moderation (HE) Policy and Assessment Procedure before completing this form. Special Consideration application form and other documentation should be submitted to the Special Consideration email address specialconsideration@melbournepolytechnic.edu.au using your Student ID and Course Name in the email subject heading, as well as submitting to your Course Administrator.

Section A: Personal Details

Family Name:		Given Name:	
Student ID:		DOB:	
International / Domestic Student:		If International, has International Office been Contacted?:	
Contact Phone Number:			
Email Address:			
Name of Melbourne Polytechnic Course:			

Section B: Special Consideration Details

Grounds for Application	<input type="checkbox"/> Medical reasons	<input type="checkbox"/> Severe disruption of living arrangements
	<input type="checkbox"/> Trauma	<input type="checkbox"/> Substantial changes to employment
	<input type="checkbox"/> Loss or bereavement of close family	
	<input type="checkbox"/> Loss or bereavement of close friend	
	<input type="checkbox"/> Primary carer responsibility for a family member with an illness	

Ensure Special Consideration Medical Impact statement or Supporting Statement and/or appropriate supporting evidence is attached.

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Section C: Supporting Statement and Evidence

Please write about your circumstances and attach any documentation to evidence your circumstances.

Please specify the subject/s for which you are seeking Special Consideration and indicate the affected assessments (kindly provide any additional assessment or assessment details on a separate page):

Subject Code	Subject Name	Lecturer Name	Type of Assessment	Due Date

Section C: Have you previously submitted a special consideration application? (Student to complete)

No

Yes, please provide details:

Section D: Applicant Checklist and Declaration

- Completed all Sections of the Application Form
- Completed the Supporting Statement and attached the relevant evidence to support my application
- Signed and dated the application form

