

# CONSIDERATION OF SPECIAL CIRCUMSTANCES

Please refer to the Consideration of Special Circumstances Policy and Procedure (available at [www.cqu.edu.au/policy](http://www.cqu.edu.au/policy)) before completing this form.

Completed applications and documentation should be emailed to [academicprogression@cqu.edu.au](mailto:academicprogression@cqu.edu.au)



## 1. PERSONAL DETAILS

This section must be completed in full.

Student number		Date of birth	
Family name			
Given names			
Telephone number			

## 2. COURSE AND UNIT INFORMATION

Course name		Course code	
(e.g. Graduate Diploma of Management, Certificate II in Horticulture)		(e.g. CF17, AHC20416)	

Year		Study period	
(e.g. 2023)		(e.g. HE Term 1, VET March, Be Different March)	

Separate applications must be submitted if the student is applying for consideration of special circumstances for more than one study period.

Details of the unit(s) for which you are applying for consideration of special circumstances.

Unit code (e.g. MGMT20124)	Unit name (e.g. People, Work and Organisations)

## 3. SPECIAL CIRCUMSTANCES

The application is based on the below category of special circumstances. The type of supporting documentation required will depend on the type of circumstances. See policy Appendix A – required supporting documentation.

- ☐ Medical circumstances – must supply a [professional practitioner certificate](#) or medical certificate
- ☐ Family or personal circumstances
- ☐ Employment related circumstances – must supply an official letter from employer
- ☐ Course related circumstances

## 4. CHECKLIST

☐ I have attached a student statement that outlines the special circumstances forming basis of the application.

☐ I have attached independent supporting documentation substantiating my claim for special circumstances.

The independent supporting documentation supplied demonstrates all the below criteria:

☐ The circumstances were beyond my control.

☐ The circumstances did not make their full impact until on, or after the census date (or equivalent).

☐ The circumstances made it impracticable to complete the requirements of the unit.

☐ I acknowledge that if successful, I will be withdrawn from the unit/s (if not already withdrawn) without penalty.

☐ I have completed ALL sections of the application form, including the signed declaration below.

Note: Supporting documentation MUST be supplied with this application before it can be assessed.

If your documentation is insufficient, the University will request once only for further supporting documents. If you do not respond by the specified due date, your application will be assessed as provided.

## 5. STUDENT DECLARATION

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

Signature

Date

IMPORTANT PRIVACY INFORMATION: Personal information collected on this form will be used and stored by CQUniversity Australia to facilitate the processing of your application for Consideration of Special Circumstances. Information collected throughout enrolment, studies and related activities can be disclosed without student consent when required by law. Any other provision of personal information will be authorised and in accordance with CQUniversity's Privacy Policy and Procedure and the Information Privacy Act 2009 (Qld).

Students have the right to access personal information within CQUniversity held about them, subject to any exceptions in relevant legislations. Should any student wish to seek access to their personal information, they are to contact the Coordinator Records and Privacy email [privacyrti@cqu.edu.au](mailto:privacyrti@cqu.edu.au).

An application must be made within fourteen months of the unit census date (or equivalent).

If additional documentation is requested on receipt of the application, it is the students' responsibility to provide the documents within these timelines.