

Colbourne College

REQUEST FOR SPECIAL CONSIDERATION

Granting special consideration is at the discretion of the College and its authority.

EXAMINATION

This form has been provided for students who;

- a) Missed an examination due to illness or other exceptional circumstances outside their control.
- b) have otherwise completed their assessment, but who feel that their performance has been impaired due to illness or other exceptional circumstances outside their control.
- c) Late in submitting their Research Projects due to illness or other exceptional circumstances outside their control.

ATTENDANCE

This form has been provided for students who;

- d) Wish to waive penalty for repeat absences.
- e) Wish to waive penalty for repeat late comings.

FINANCES

This form has been provided for students who;

- f) Wish to request permission to attend classes with outstanding fees.
- g) Sit examination/s with outstanding fees.
- h) Seeks a scholarship due to financial hardship
- i) Seeks a bursary due to financial hardship.

SUPPORTING DOCUMENTATION REQUIRED

The College will need to gather evidence to support your application for special consideration.

Types of acceptable documentation include:

- i. Medical certificate. A letter from a medical professional letter stating that you were unfit to sit your exam or complete work for assessment on or before the relevant date.
- ii. Death notice or certificate
- iii. letter from a social worker, lawyer, psychologist
- iv. Police Report
- v. Declaration from relevant persons familiar with your circumstances.
- vi. Notification from Defence Services for military duty/service.
- vii. Letter from the Courts to support Jury duties.

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REQUEST FOR SPECIAL CONSIDERATION

Please submit this form directly to the relevant Registrar with supporting documents.

Student Number:	Student Name
Program:	Specialisation:
Kingston Campus ()	Distant Learner studying online only () <input checked="" type="radio"/> OR Distant Learner studying online and attending tutorials in _____
Special Considerations is Requested to:	
Re-sit a written examination Midterm Exam () Final Exam ()	Attend Classes with outstanding fees ()
Re-sit a practicum ()	Waive Late Payment Fees ()
Reassess an examination paper ()	Waive penalty for late attendance ()
Submit an Assignment after the due date without lowered mark penalty ()	Waive penalty for absence ()
Submit an Assignment after the due date with lowered mark penalty ()	
<i>Please provide a brief explanation of the circumstances affecting your study:</i>	
Courses Affected by the circumstances you define	
<i>Please list each courses affected. Provide the Unit Code and Title:</i>	
Supporting Documentation Provided	

REQUIRED SIGNATURES:

Student's Signature _____

Date: _____ 20__

Receiving Staff: _____

Date: _____ 20__

FOR OFFICE USE ONLY

Student Number:	Student Name	
Investigating Staff:	Staff Number:	
Special Considerations is Requested for:	Supporting Documentation/s Required:	
Supporting Documentation/s Provided:		
<i>The Case is Referred for further Investigation/Approval</i> Please ensure that the required supporting document/s is/are attached.		
<i>Please provide a brief explanation of your findings</i>		
Signature:	Date:	
The Case is Referred to:		
Date the Case File is Presented:		
Manager/Authorised Personnel:	Staff Number:	
Manager's Comments:		
Courses Affected by the circumstances you define <i>Please list each courses affected. Provide the Unit Code and Title:</i>		
Consideration is granted () Denied () Due to:		
Acute illness ()	Hardship or trauma ()	Other () Please state:
Insufficient Evidence ()	Insufficient Evidence ()	
Loss or bereavement ()	Jury/military Duty ()	
Insufficient Evidence ()	Insufficient Evidence ()	
Further Notes:		
Signature of Manager:	Case resolved on (date):	Student Contacted on