

REQUEST FOR SPECIAL CONSIDERATION



Division of Student Administration

Charles Sturt University CRICOS 00005F (NSW) 01947G (VIC) and 02960B (ACT)

SA-AC-0309

INSTRUCTIONS (for enrolled students)

- The purpose of this form is to allow you to advise the University that you have special circumstances which have occurred and which may affect your ability to undertake your studies or complete assessment tasks in a subject before the end of the Session/Term.
- For extensions or special consideration for assessment tasks that will be completed within the session, please contact your subject coordinator directly – DO NOT USE THIS FORM.
- Print clearly in BLOCK LETTERS in black or blue pen to complete sections 1, 2 and 3.
- Return this form to the International School of Business & Partnerships - rhalbisch@csu.edu.au.
- Please refer to section 3 below for relevant Regulations.
- Further information regarding the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002 (NSW)* can be found at www.csu.edu.au/division/student-admin/privacy.htm.

Section 1 – Personal Details

Student Number | | | | | | | | | |

Family Name:..... Given Name/s:

Administrative Campus:..... Course code: Course Name

Section 2 – Current Enrolment (subjects for which special consideration is being requested)

Year Session: Session 1 Session 2 Session 3 Term 1 Term 2 Term 3

Subject Name..... Code | | | | | | | | Campus Mode

Section 3 – Student’s Impact Statement *(You must complete this section in your own words)*

(The following condition affects my Study or Exams *(tick appropriate box)*

Please circle the appropriate category – copies of evidentiary documents must be verified by a JP or CSU Staff Member.

Medical (must include <i>Student Medical Certificate</i> form)	Family/personal	Employment related
Administrative problems	State, National or International Sporting commitment	Recognised State, National or International Cultural commitment
Military Commitment	Legal Commitment	Other

Provide brief details of the circumstances

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Describe the way in which the above circumstance(s) have affected you

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Provide a list of verified supporting documents **(required to be a valid application)**

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I would like to request:

- an exemption for attendance at a compulsory residential school (only available prior to residential school dates) (refer Assessment Reg. 15.2.1 & Special Consideration Reg. 4.7);
- a Grade Pending (GP) grade be granted (refer Assessment Reg. 7 & Special Consideration Reg. 4.6)
- an Approved Withdrawal from a subject (AW) Grade After Census Date be granted. The granting of an AW after the census date does not mean that you are entitled to the automatic remission of your HECS-HELP debt, FEE-HELP debt, or tuition liability for that subject (refer Assessment Reg. 6.4 & Special Consideration Reg. 4.2);
- a Supplementary Exam (SX) Grade be granted (available if submitted either before the exam period or within three working days of the examination date (refer Assessment Reg. 7.2 & Special Consideration Reg. 4.6)
- unsure.

Signature of student.....

Date.....

Office Use

Section 4 – Completion by Subject Coordinator

I, the Subject Coordinator recommend that the above student be granted:

- an exemption for attendance at a compulsory residential school (only available prior to residential school dates) (refer Assessment Reg. 15.2.1 & Special Consideration Reg. 4.7);
- a Grade Pending (GP) grade be granted (refer Assessment Reg. 7 & Special Consideration Reg. 4.6)
- an Approved Withdrawal from a subject (AW) Grade After Census Date be granted. The granting of an AW after the census date does not mean that you are entitled to the automatic remission of your HECS-HELP debt, FEE-HELP debt, or tuition liability for that subject (refer Assessment Reg. 6.4 & Special Consideration Reg. 4.2);
- a Supplementary Exam (SX) Grade be granted (available if submitted either before the exam period or within three working days of the examination date (refer Assessment Reg. 7.2 & Special Consideration Reg. 4.6).

OR

I, the Subject Coordinator, recommend the decline of the application and no further action be taken. The reason for this decision is:

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Subject Coordinator's Signature Date

Section 5 – Completion by Head of Teaching School

- Recommendation approved Recommendation varied as follows:

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Head of Teaching School Signature Date

Office Use

To School:	Copy to Student (sent by School):
Copy to Head of School	Copy to Subject Coordinator:
Return to(DSA Officer):	Date returned to Student Administration: