

## GUIDELINES

- This application should only be used for either extensions to assessments longer than 1 week, reasonable adjustments to assessments or for withdrawals or deferrals past Census. Due to extenuating circumstances.
- Before completing this form it is important you read and understand the HETI Special Consideration Policy.
- Please note: Submitting an application does not mean that Special Consideration will be granted.
- You will be notified by email of the outcome of your application by the Education Support team.

## DOCUMENTARY EVIDENCE

Appropriate documentation is required to verify claims made in any Special Consideration application:

- For **Illness or injury including psychological trauma** please provide a current doctors certificate with requested timeframe
- For **causes other than illness**, (e.g. road accident, court hearing or death of a relative) written evidence (e.g. a police report, a court summons, or a death certificate) is acceptable.
- Documentation relating to **serious misadventure or extenuating circumstances** should provide evidence to support the claim and indicate the severity and/or gravity of the circumstances, and the extent of the impact on the study
- For **Financial Hardship** Please provide a Statutory declaration with any supporting financial documentation
- For **other special arrangements** (for example, Employment, armed forces and emergency service duties, legal commitment or religious beliefs) Please provide an official letter of requirement. This should be written on an official letterhead and needs to include:
  1. your full name
  2. the details of your unexpected commitments
  3. the impact on your ability to study
  4. a physical signature and phone number of an appropriate representative
  5. The date the statement was created.
- You may be required to supply originals of these documents at any time during your studies at HETI Higher Education.
- These documents need to include the period of time in which you have been impacted, for example the start and end date of your illness, injury or misadventure.
- For more information please see the [Special Consideration policy](#)

## SECTION 1: STUDENT DETAILS

Title	Surname
Given Names	Student Number
Home Phone	Mobile
Email	

## SECTION 2: UNIT(S) APPLYING FOR SPECIAL CONSIDERATION

Framework:	<input type="checkbox"/> Applied Mental Health Studies	<input type="checkbox"/> Psychiatric Medicine
Application of Special Consideration for:		
<input type="checkbox"/> Assessment Extension (Over 1 week) <input type="checkbox"/> Deferral <input type="checkbox"/> Withdrawal <input type="checkbox"/> Other (Please state in description below)		
Reason for Request		
<input type="checkbox"/> Misadventure <input type="checkbox"/> Illness or injury including psychological trauma <input type="checkbox"/> causes other than illness <input type="checkbox"/> other special arrangements		
Please supply additional documentations separately		



# Application for Special Consideration Form

Assessment task adjustment

Fill table below (If required)

HETI Unit Code	HETI Unit Name	Assessment Title	Assessment Due Date	Extension Period

### SECTION 3: DECLARATION

- I have submitted the necessary certified documentary evidence in support of my claim.
- I acknowledge that submitted documents will not be returned to me.
- I authorise Health Education and Training Institute Higher Education to obtain verification of any statements or documents included as part of this application.
- I hereby certify that the information provided in this application is true and correct

Signature

Date

### OFFICE USE ONLY (ESO)

Date Application Received:

Date forwarded onto Unit Coordinator:

### OFFICE USE ONLY (UNIT COORDINATOR)

Relevant Supporting Documentary evidence submitted:  Yes  No

### SECTION 4: OUTCOME

- Approved
- Denied

The following adjustments to the assessment task have been approved / Adjustments not approved for the following reason(s)

Save this form in your name and send to: Email: [applications@heti.edu.au](mailto:applications@heti.edu.au) or Fax: 02 9840 3838  
Post: HETI Higher Education, Locked Bag 7118, Parramatta BC NSW 2124