

Special Consideration Application Form

Student, Course and Unit Details

Student First Name:	
Student Last Name:	
EIA Student ID:	
Course Name:	
Course Code:	
Unit Name:	
Unit Code:	
Unit Coordinator:	

Assessment Details

Title:	
Due Date:	
Description: (provide details and requirements of the assessment)	

Please provide details of your extenuating circumstances:

Supporting Evidence and Information: (list and attach documents to this form)

What is your expected resolution?

- Provide an extension, proposed new due date: _____ (applicable for assignment only)
- Provide an alternative form of assessment
- Allow to discontinue from the unit
- Other, please specify:

Student Declaration

I have read and understood the EIA *Special Consideration Policy and Procedure*.

I declare that all information and documents provided to EIA are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.

Student Signature: _____ **Date:** ____/____/____

OFFICE USE	
Decision Outcome:	<input type="checkbox"/> Granted for an extension, new due date: _____ <input type="checkbox"/> Granted for an alternative form of assessment (additional comment required) <input type="checkbox"/> Allow the student to discontinue a unit without penalty (additional comment required) <input type="checkbox"/> Declined, no further action needs to be taken (additional comment required)
Additional comment:	
Date of Notifying Student:	
Person Notifying Student:	