

Application for Special Circumstances

Complete this form if you are applying for a re-credit of FEE-HELP or refund of tuition fees paid up-front and/or annulment of the academic results for a unit or units as a result of special circumstances.

Important

This form must be lodged within 12 months of the final teaching day of the trimester to which it applies.

The application will be assessed on

1. whether the circumstances described below meet the criteria for special circumstances, and
2. the documentation supporting the application for special circumstances.

Lodgement of this form does not automatically result in approval of the application.

Please read the important information on page 3 before completing this form.

Please complete the form using block letters in black or blue ink. Mark the appropriate boxes with a cross (X).

All five sections must be completed.

Applications not supported by documentary evidence will not be considered.

1. Personal details

Student ID number:	Are you an international student visa holder? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family name:	Given name:
Daytime contact number:	Email:
Course of Enrolment:	

2. Details of the application

Trimester and year to which the special circumstances apply:
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Note: If applying for more than one trimester please complete separate forms for each.

I wish to apply for consideration of special circumstances for the following units:
1.
2.
3.
4.

3. Details of the special circumstances

Please tick the one category that best describes your special circumstances:

<input type="checkbox"/> Medical	<input type="checkbox"/> Employment
<input type="checkbox"/> Personal/Family/Relationship	<input type="checkbox"/> Other

Please briefly provide details of the special circumstances in the space provided, and ensure that you address all three of the following:

1. How your circumstances were beyond your control AND
2. How your circumstances made it impractical for you to complete the requirements of your unit(s) of study AND
3. How your circumstances did not make their full impact on you until after the census date.

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4. Supporting documentation

To support your application, you will need to provide/attach documentary evidence from a doctor, counsellor, employer or other independent member of the community, which states:

1. The period of the special circumstances, that is, when they began and ended (if they ended) AND
2. If not evident from the documentation, how the circumstances made it impractical to study AND
3. When it became apparent that you could not complete the requirements of the unit(s) of study.

I have included/attached the following documentation as evidence to support my claim for special circumstances:

1.
2.
3.
4.

5. Declaration and signature

I wish to apply for re-credit of FEE-HELP balance or a refund of up-front payment and /or annulment of academic results due to special circumstances. I declare that the information I have given on this application is correct.

I understand that:

- If I knowingly make any false or misleading statements, I may be liable for disciplinary action.
- It is my responsibility to provide the College with sufficient documentation to support this application
- The decision to approve or not approve the application will be made based on the supporting documentation I have provided.
- It is my responsibility to retain a copy of the completed application and any supporting documentation submitted to the College as the application and attached documents will not be returned.

Student signature:
Date:
Date received: OFFICE USE ONLY

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the College's policies.



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Important information for students applying for special circumstances

What circumstances are considered “special circumstances”?

Special circumstances may include, but are not limited to:

Medical – where your medical condition only became known after the census date or your medical condition existed prior to census date, continued past that date and deteriorated to the extent that you are unable to continue your studies.

Personal/Family/Relationship – due to unforeseen personal/family/relationship reasons that are or were beyond your control, you are unable to continue with your studies, for example, a marriage breakdown.

Employment related reasons – where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.

What does supporting documentation mean?

Your application will be considered on its merits in conjunction with the supporting documentation you provide.

Your supporting documentation should:

- come from a professional directly involved with the circumstances such as your doctor, counsellor or employer
- provide enough detail for the College to make an informed decision regarding your case including dates and severity
- be independent, that is, not written by a parent/partner/spouse/close relative or friend.

What happens to my application once it has been lodged with the College?

The College will assess your application and you will be notified of a decision within 30 working days from the date of receipt.

If the application is successful, the College will arrange for re-credit of any relevant FEE-HELP debt or refund of tuition fees paid up-front.

If applicable, the College will annul any relevant academic result such as a Withdrawn fail, Fail or Fail no submission.

Can I appeal the decision if I am not happy with it?

If you are not satisfied with the decision, you may appeal the decision using the Non-academic Grievances and Appeals Policy and Procedure, addressing the appeal to the Principal & Executive General Manager.

This form may be lodged in person at Administration or can be sent to:

ACAP Sydney and Online Delivery Student Administration
 Locked Bag 11
 Strawberry Hills
 Sydney NSW 2012
 P (02) 9964 6300
 F (02) 9964 6370
 E admin@acap.edu.au

ACAP Melbourne and Adelaide Student Administration
 PO Box 12322,
 A'Beckett Street Post Office
 Melbourne VIC 8006
 P (03) 8613 0600
 F (03) 8613 0698
 E acapmelb@acap.edu.au

ACAP Brisbane Student Administration
 PO Box 10469, Adelaide Street
 Brisbane QLD 4000
 P (07) 3234 4400
 E acapbris@acap.edu.au

NCPS Student Administration
 PO Box 12322,
 A'Beckett Street Post Office
 Melbourne VIC 8006
 P (03) 8327 2600
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