



SPECIAL CONSIDERATION FORM

This form is to be completed by a currently enrolled student applying for Special Consideration. Please submit this form to the Academic Director, together with **supporting documentation**. Please Complete Sections A & B of this form. For further information, please refer to the *1-03-001 Student Handbook*. For requests for leave during a course please refer to *Permission of Leave Request Form*.

SECTION A: STUDENT'S DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Student's Full Name: (as in passport)
Course Enrolled In:	Student's ID:

SECTION B: DETAILS OF REQUEST: (Please attach supporting documents)

Matter relating to (tick one):	
<input type="checkbox"/> Absence from class	<input type="checkbox"/> Late submission of assessment
<input type="checkbox"/> Financial hardship / payment of fees	<input type="checkbox"/> Other: (please specify)
Please explain the details of your request:	
Student's Signature:	Date:



SECTION C: OFFICE USE ONLY		
ATTENDANCE: (only` complete where student missed college days or exams)		
DATES ABSENT:	SUBJECTS MISSED:	
ACTION/S TO BE TAKEN		
Please note the actions to be taken upon receipt of request and other relevant facts that may have an impact on the decision:		
DECISION/S MADE		
<input type="checkbox"/> Request approved	<input type="checkbox"/> Request not approved	<input type="checkbox"/> Request pending
Further comments:		
APPROVAL GRANTED BY:		
Full Name:	Signature:	
Position:	Date:	