

# Request for Special Consideration

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Special Consideration is for **NEW** to Curtin students only; current students should liaise with the [Student Wellbeing Advisory Service](#) for advice and/or Academic counselling in regards to their current situation.

All sections must be completed. Each basis for requesting Special Consideration **MUST** be confirmed with supporting documentation from an appropriate professional. If you are a school leaver it is important to include a statement from your school confirming the impact your circumstances had on your studies.

**To request this form in an alternative format please contact the Admissions Office on [ASCadmissions@curtin.edu.au](mailto:ASCadmissions@curtin.edu.au) or call 1300 222 888.**

For semester one applications for admission to Curtin University, applicants apply via the Tertiary Institutions Service Centre (TISC). *If applying for admission mid-year applicants apply direct to the Admissions Office and will not have a TISC application number.*

TISC application number:

## Personal Details

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Family Name:

Given Names:

Date of Birth:  *dd/mm/yyyy*

Gender: Male  Female  Indeterminate/intersex/unspecified

Address:

Address:

Postcode:

Phone\*:  Mobile\*:   
*\*Numbers you can be contacted on between November and February*

Email:

## Previously Received Special Consideration

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Have you applied for special consideration under the School Curriculum & Standards Authority's Sickness/Misadventure Policy?    Yes     No

If 'Yes', was this granted by the School Curriculum & Standards Authority?    Yes     No

If 'No' what were the reasons given for not granting special consideration?

Please attach a copy of your School Curriculum & Standards Authority Sickness/ Misadventure Application Form and the School Curriculum & Standards Authority's response.

If you have been granted special consideration by the School Curriculum & Standards Authority then further special consideration will not be granted by Curtin University, unless the basis for special consideration in this application was not used in applying for special consideration to the School Curriculum & Standards Authority.

**Please describe any other form of support you have received from your school or institution over the past year.**

## Circumstances Affecting Your Studies

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### PERSONAL STATEMENT

In a separate signed and dated Personal Statement please describe the circumstances which have affected your studies over the past year. Please provide as many details and dates as possible. The Personal Statement should be no longer than one A4 page and must be in your own words. Personal Statements longer than 1 page will only have the first page considered by the Panel.

**What impact did these circumstances have on your studies?**

Severe impact                       Significant impact                       Mild impact

In what month/s during the last year did you experience the most impact?

## Documentary Evidence

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Please attach documents from an appropriate professional or health professional which confirms each of your circumstances. The evidence supplied by you must confirm the severity of the impact on your studies. Circumstances which are not confirmed by supporting documents will not be taken into account.

We would suggest including the following if appropriate:

- A statement from your School Principal (or delegate) that confirms your circumstances and their impact on your studies (if you are a school leaver)
- Medical documents and/or certificates which describe the illness/condition and its severity or impact and in particular the Curtin Medical Evidence Form
- Reports from other health professionals such as psychologists, counsellors
- Police reports
- Legal documents

Please list the documentary evidence you are providing to support your application:

1.
2.
3.
4.
5.
6.

If your circumstances include a medical illness or condition please also complete the Medical Evidence Form.

The University will not take into account character references or other unofficial documents.

## Support at Curtin University

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If your circumstances include an ongoing disability or medical condition, would you like to be contacted by Curtin's **Disability Services** if you are admitted?

Yes  No

The Student Wellbeing Advisory Service is available for support and advice on issues related to your studies or adjusting to university life. Please call them on Tel: 1300 222 888 or email: [start@curtin.edu.au](mailto:start@curtin.edu.au).

## Applicant Declaration

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I declare information provided in this application including the supporting documentation is correct. I understand that Curtin University will ensure these documents are kept in strict confidence. However, I understand that my circumstances may need to be discussed with the relevant Faculty or School, with University support services or with an Appeals panel if required. I understand that the information provided in and with this application will not be disclosed without my consent unless there is a clear danger to myself or others or there is a legal obligation to do so. I acknowledge that Curtin University reserves the right to confirm the information provided and may vary or reverse any decision regarding special consideration on the basis of incorrect or incomplete information. I hereby give consent for the University to contact my treating practitioner and/or other person or organisation named in any supporting documentation to confirm/clarify the information provided and for the practitioner or other person/organisation to provide information relevant to my request for special consideration. I agree to provide a more specific consent to disclosure of the information should this be required by the organisation.

Signature of applicant:

Date:        /        /

Signature of guardian:  
*(if applicant under 18  
years old)*

Date:        /        /

## Submission of Application

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Your completed application and documents should be emailed to [ASCadmissions@curtin.edu.au](mailto:ASCadmissions@curtin.edu.au) with the subject line reading:

Special Consideration – Attention: The Manager - Confidential

## Further Support

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Information about the University's support services is available at the University Life website:  
<http://unilife.curtin.edu.au/>

You may like to contact the following for further information on support services available at Curtin University:

### AccessAbility Services:

Phone: (08) 9266 7850

E-mail: [access.ability@curtin.edu.au](mailto:access.ability@curtin.edu.au)

Website:

[students.curtin.edu.au/personal-support/disability](http://students.curtin.edu.au/personal-support/disability)

Location: Building 109 Level 2 (Lift access available)

### Counselling Services:

Phone: (08) 9266 7850

E-mail: [counselling@curtin.edu.au](mailto:counselling@curtin.edu.au)

Website:

<https://students.curtin.edu.au/personal-support/counselling-guidance/counselling/>

Location: Building 109 Level 2

**Health Services:**

Phone: (08) 9266 7345

E-mail: [healthservices@curtin.edu.au](mailto:healthservices@curtin.edu.au)

Website:

<https://students.curtin.edu.au/personal-support/health/>

Location: Building 109 Level 1

**The Learning Centre:**

Phone: (08) 9266 7166

E-mail: [tlc@curtin.edu.au](mailto:tlc@curtin.edu.au)

Website:

<https://students.curtin.edu.au/study-support/skills/>

Location: Building 105

## Privacy Statement

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The University will only use personal information collected from applicants, or about applicants, for internal administrative purposes. It will not be provided to other parties other than in accordance with legislative requirements, or in circumstances where the applicant has given explicit permission for the information to be transmitted. Whilst applications are treated confidentially, this does not preclude the Manager, University Admission Centre, or their delegate, from seeking advice from appropriate academic or administrative departments and/or persons.

## Further Information

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The Special Consideration Panel Members are comprised of the Manager, Admissions Office, one other representative from the Admissions Office and representatives from the Counselling and Disability Services, Ethics Equity and Social Justice and the Student Transition and Retention Team. Others, for example Faculty representatives, may be co-opted as required.

Assessment of your application by the Special Consideration Panel Members will be guided by the following points.

- a) Documents confirming the basis for the special consideration request must be current and relate to the year of your most recent study.
- b) Supporting documents must be from appropriate professionals addressing the basis for the special consideration request and its impact on you: character references will not be considered.
- c) The Panel will assess the severity of the circumstances affecting you and equate this to an appropriate increase in your ATAR score.
- d) While the Panel must be mindful that applicants must be academically able to attempt tertiary studies, the Panel will not take into account the possibility of the circumstances being on-going.
- e) If you have a long-term condition which has been present for a few years and will continue throughout your life, then it would be assumed you and your educational institution have made adjustments for this. Hence your academic results would reflect your ability to attempt tertiary studies. Therefore it may be determined that no special consideration is required.
- f) Despite any circumstances which may have affected you recently, if you have not achieved an ATAR score or successfully completed any tertiary studies, it would be advisable to consider enrolling in a University enabling course. In this way you will have a stronger grounding to successfully study at University.
- g) The Panel will not take into consideration the course in which you wish to enroll and its ATAR cut-off score.

- h) The Panel will endeavour to facilitate the enrolment of applicants of Aboriginal/Torres Strait Island descent, with low socio-economic or country backgrounds or with a life-long disability if they have demonstrated their ability to commence tertiary studies.
- i) The Committee believes that, if adherence to religious custom has affected the applicant's study or exams, this would have been addressed by the educational institution and/or the School Curriculum & Standards Authority.
- j) If the School Curriculum & Standards Authority has provided an adjustment to exam results due to sickness/misadventure then no further special consideration will be granted.

## Checklist

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Before you submit your application please check that you have included the following documents:

- Have you signed this form?

Your Personal Statement – no longer than one A4 page of single spaced typing

The Curtin University Medical Evidence Form – it is strongly advised that you endeavour to have this completed. The University will accept documentation from appropriately qualified health practitioners including - general medical practitioners, medical specialists, psychologists, occupational therapists, physiotherapists, speech pathologists, social workers, optometrists, and audiologists whichever is applicable to your circumstances.

Statements from your School/ Institution regarding the impact on your studies

School reports for years 11 and 12

A copy of the School Curriculum & Standards Authority's Sickness/Misadventure Application Form and their response (if applicable)

All other documentary evidence including medical reports, psychological reports, school letters and reports, police reports etc.

Please do not include character references or documents which do not specifically and officially confirm the reported circumstances.