<table>
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<th>Grounds for Special Consideration (Clause 6a)</th>
<th>Documentation</th>
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</thead>
</table>
| **Medical conditions** or events            | Any medical certificate must address the same requirements as those listed in the University’s Medical Certificate on the application form. The documentation must clearly indicate:  
  • the date on which the student first sought attention and information about further visits if appropriate;  
  • the date range during which the student is affected;  
  • the severity and/or gravity of the condition in relation to the student’s capacity to study, sit an examination or complete an assessment task;  
  • the basis of assessment;  
  • within the limits of confidentiality, a description of the nature and seriousness of the student’s problem.  
The certificate on the application form can also be used by other appropriately qualified professionals such as:  
  • psychiatrists;  
  • physiotherapists;  
  • registered psychologists;  
  • social workers;  
  • counsellors. |
| **Psychological trauma**, impairment or incapacity arising from an event | Documentation relating to psychological or physical trauma should provide evidence to support the claim and indicate:  
  • the severity and/or gravity of the circumstances;  
  • the extent of the impact on the student;  
  • relevant dates; or  
  • medical certificate as above. |
| **Financial hardship** arising from substantial change to economic circumstances beyond the student’s control | A statement (where applicable) from:  
  • A counsellor or social worker or DOCS officer;  
  • A government authority (eg Police; NSW Fire Brigade);  
  • The student with explanatory information as to the circumstances;  
  • Financial documentation. |
| Substantial unanticipated change to routine accommodation and residential arrangements or status beyond the student’s control | A statement from the student’s employer should be provided including details of:  
  • the change to employment;  
  • the commencement date and duration of such change;  
  • extent of the impact on the student;  
  • severity and/or gravity of circumstances. |
| Substantial change to routine employment arrangements or status beyond the student’s control | Only where a student has been selected, through a formal documented process, to represent or participate in a state, national or international event – evidenced by a statement issued by the appropriate sporting or organising official body or event leader. The statement should include details of:  
  • The event and the student’s involvement;  
  • The date/s the student is required to participate. |

(Clauses 30-31)
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<th>Other circumstances which may be considered (Clause 6c)</th>
<th>Documentation (Clauses 32-33)</th>
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| **Military commitments including military reserve commitments** | Only where a student is a member of the Armed Forces or Army Reserve involved in a compulsory exercise – evidenced by a statement issued by the relevant section of the armed forces including:  
  - Confirmation of the student's involvement in the exercise;  
  - The date/s the student is required to participate. |
| **Emergency service commitments** | Only where a student is required to attend an emergency situation – statement issued by the relevant emergency service (SES, Ambulance Service, NSW Fire Brigade, NSW Police Force, Rural Fire Service, Australian Federal Police) including:  
  - Confirmation of the student's involvement in the emergency;  
  - The date/s the student is/was required to participate. |
| **Legal commitments** | Only where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing – documentation issued by the Police, Solicitor or Barrister or Court Summons evidencing:  
  - The student's requirement to attend;  
  - The date/s the student is required. |
| **Serious Misadventure or other extenuating circumstances** | For causes other than sickness, (eg. road accident, court hearing or death of a relative) written evidence (e.g. a police report, a court summons, or a death certificate) together with an explanatory statement 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;  
  - the extent of the impact on the student;  
  - relevant dates or;  
  - medical certificate (as listed under the previous section on Medical conditions or events) if applicable. |

**Unacceptable Documentation (Clause 29)**  
- Documentation and certificates signed by family members will not normally be accepted;  
- Documents must be in English, and if not, supplied with a certified translation.

**Factors which WILL NOT normally be considered (Clauses 6b & 6d)**  
- routine demands of employment and employment-related travel;  
- difficulties adjusting to university life, to the self discipline needed to study effectively, and to the demands of academic work;  
- stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;  
- routine financial support needs;  
- lack of knowledge of requirements of academic work;  
- difficulties with English language;  
- difficulties with visa arrangements that could have been reasonably anticipated;  
- scheduled anticipated changes of address, moving home, house moves etc;  
- demands of sport, clubs, social or extra-curricular activity (other than to represent or participate in state, national or international sporting or cultural events);  
- recreational travel (domestic or international);  
- planned events, such as, weddings.