

## Special Consideration Application Form

### Relevant Policy

Please refer the [Special Considerations Policy](#) before filling out this form

### Process for Applying for Special Consideration

Please complete all sections on the form and attach the relevant supporting documents to support your Special Consideration application. Once you have completed this form, please email [studentsupport@upskilled.edu.au](mailto:studentsupport@upskilled.edu.au). Please note that insufficient supporting documents may result in a refusal of the application.

### Your Details

Requestor first name*:			
Requestor last name*:			
Mobile number"		Submission Date*: dd/mm/yyyy	
Email address*:			
Student first name* (if the above is not the student):			
Student last name* (if the above is not the student):			
Course name*:			
Case number assigned by Complainant (if applicable):			

Please specify which category your circumstances relate to and provide a summary:

<i>Medical</i>	
<i>Bereavement of close family members and/or loved one(s)</i>	
<i>Need to be a carer of family members and/or loved one(s)</i>	
<i>Financial Hardship</i>	

<i>Personal Difficulties</i>	
<i>Loss of Employment</i>	

**Please tick your desired outcome for this application:**

*Free extensions of sixty calendar days even though request was submitted after Course End Date.*

*Free extensions of more than sixty (60) calendar days.*

*Re-activation/re-enrolment in the Course cancelled by Upskilled.*

*Withdrawal from the course with no refund and liability to pay remaining Course Fees.*

*Withdrawal from the course with partial refund.*

*Other. Please specify:*

<i>Document Name</i>	<i>Version</i>	<i>Approved</i>	<i>Policy Owner</i>	<i>Effective</i>	<i>Review</i>
<i>Special Consideration</i>	<i>1</i>	<i>CEO</i>	<i>Head of Compliance &amp; Risk (Education)</i>	<i>01.02.2021</i>	<i>01.02.2022</i>
<i>RTO</i>	<i>RTO 40734 Upskilled Pty. Ltd ABN 14 125 906 676</i>				
<i>Version History</i>	<i>V1 – Initial Form 17.07.2020 V2 – Formatting Changes 01.02.2021</i>				