

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. Please note that insufficient supporting documents may result in a refusal of the application.

Your Details

Requestor First Name:		Requestor Surname:	
Submission Date of the Form:		Preferred Contact Details:	Mobile Number: Email Address:
Student First Name (if the requestor is not the student):		Student Surname (if the requestor is not the student):	
Course Name:		Case Number Assigned by Requestor (if applicable):	

Please specify your circumstances and provide a summary:

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
- Others. Please specify: _____

Important information:

- Attach any relevant supporting documentation to this application form.
- This form will only be deemed as received and assessed once all required/ requested supporting documentation has been received.
- Additional documentation may be requested if required.
- Insufficient supporting documents may result in a refusal of the application.
- This request will not be accepted if a Student has been reported to Debt Collectors due to any overdue/ outstanding fees.
- Applications are usually processed within ten (10) business days.

Student Declaration

I have read the [Special Considerations Policy](#) and understand that lodging this application does not guarantee the desired outcome.

I certify that the information provided is true and correct by signing this form.

Sign:

Date:

Document Name	Version	Approved	Policy Owner	Effective	Review
Special Consideration	2.3	COO	Head of Compliance & Risk (Education)	01.07.2023	31.03.2024
RTO	RTO 40734 Upskilled Pty. Ltd ABN 14 125 906 676				
Version History	V1 – Initial Form 17.07.2020 V2 – Formatting Changes 01.02.2021 V2.1 – Added Important Information and Student Declaration V2.2 – Amendment in categories V2.3 – Removed categories				