







### Special Circumstances

Special circumstances will apply if and only ACPE is satisfied through the documented evidence presented with this application:

- 1) that one or more of the special circumstances tabled below applies to the student and his or her enrolment in the unit/s of study for which the fee and grade reversal is being sought; **and**
- 2) that the documented evidence presented verifies that the special circumstances:
  - A) **Were/ Are beyond the student’s control** – when a situation occurs which a reasonable person would consider is not due to the person’s action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge or understanding of tuition fee requirements or enrolment procedures are not considered to be beyond a person’s control; **and**
  - B) **Did not/Do not make their full impact on the student until on or after the census date** if your circumstances occur:
    - ❖ before the census date, but worsen after that day, or
    - ❖ before the census date, but the full effect or magnitude does not become apparent until on or after that day, or
    - ❖ on or after the census date; **and**
  - C) **Have made it / Make it impracticable for the student to complete the unit requirements** – you are unable to complete the requirements for a unit and are unable to:
    - ❖ undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other compulsory attendance requirements in order to meet your compulsory course requirements, or
    - ❖ complete the required assessable work, or
    - ❖ sit the required examinations, or
    - ❖ complete any other course requirements because of your inability to meet the above.

### Categories of Special Circumstances Accepted and Documentation Required to be Presented as Evidence

Special Circumstance	Documentation Required to be Presented as Evidence
<p><b>Medical Reasons</b> – where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies <b>OR</b> your medical condition only became known after the census date.</p> <p><b>ACPE may choose a doctor to conduct an independent medical examination.</b></p>	<p>A statement/medical certificate from a doctor stating:</p> <ul style="list-style-type: none"> <li>• the date the illness occurred</li> <li>• how the illness has affected your ability to study; and</li> <li>• when it became apparent that you could not continue your studies</li> </ul>
<p><b>Family/Personal Reasons</b> – due to unforeseen personal/family reasons that are beyond your control you are unable to continue with your studies.</p>	<p>A statement from a doctor, counsellor or independent member of the community (e.g. a Justice of the Peace or a Minister of Religion) stating:</p> <ul style="list-style-type: none"> <li>• the date your personal circumstance began or changed;</li> <li>• how your circumstances affected your ability to study; and</li> <li>• when it became apparent you could not continue your studies.</li> </ul> <p><b>Please note - a member of your family is not considered to be an independent member of the community for the purposes of citing personal/family reasons. ACPE may choose a counsellor to conduct an independent assessment.</b></p>
<p><b>Employment Related Reasons</b> – where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.</p>	<p>A statement from your employer stating:</p> <ul style="list-style-type: none"> <li>• your previous work hours and location;</li> <li>• your current work hours and location; and</li> <li>• the reason for the changed hours and location.</li> </ul>
<p><b>Course Related Reasons</b> - where the college changes the arrangements for your unit or course and as a result you are disadvantaged to the extent that you are unable to complete the requirements of the course and continue with your studies.</p>	<p>A statement from the Head of Studies showing that you have been disadvantaged by changed arrangements to your unit/course and that it was impossible for you to undertake alternative units or courses.</p>