

## HINTS

- Have you booked your student rights appointment? If not, do so now and get a Student Rights Officer to help support you with your application

DATE  
YOUR NAME  
YOUR STUDENT NUMBER  
YOUR CONTACT DETAILS

Dear University Appeals Committee,

I am writing to appeal the outcome of my special consideration application, number **ADD APPLICATION NUMBER - WHICH CAN BE FOUND ON THE REJECTION EMAIL.**

I am appealing on the grounds that- **CHOOSE (A) OR (B) OR BOTH**

(A) The student has additional relevant information or evidence which was not available at the time of the application and/or

I have attached the new evidence. This evidence was not available at the time of my original application because **EXPLAIN- FOR EXAMPLE IF A DOCTOR MISDIAGNOSED YOU AND YOU NOW HAVE A CORRECT DIAGNOSIS.**

**THIS GROUND IS OFTEN LESS SUCCESSFUL- THERE MUST BE A GOOD REASON WHY IT WAS NOT AVAILABLE FOR YOUR ORIGINAL APPLICATION.**

This new evidence clearly indicates that at the time of/ leading up to my assessment my circumstances/ illness had a severe, negative impact on my ability to do the/ study for the assessment.

.....OR.....

(B) There is evidence that a breach of University Statute, Regulation or Policy occurred which had a meaningful impact on the outcome of the application.

Special consideration policy states that:

## 2 Eligibility

2.1 Students may apply for Special Consideration on a range of health or compassionate grounds where they experience unexpected or extenuating circumstances during or at end of a semester which:

- a) prevented them from submitting assessable task/s; or,
- b) prevented them from attending an examination; or,
- c) substantially affected their performance in the above.

2.2 Examples of unexpected or extenuating circumstances normally considered include:

- a) serious illness or psychological condition – e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor symptoms associated with such a cold, period pain or hay fever.
- b) loss or bereavement – e.g. death of a close family member, family/relationship breakdown.

c) hardship/trauma – e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.

In my application I demonstrated that my assessment was severely impacted by an unexpected situation which affected my performance in the assessment/ prevented me from attending/ submitting the assessment.

This situation was **EXPLAIN WHAT HAS HAPPENED AND HOW IT HAS HAD A SERIOUSLY DISRUPTIVE EFFECT ON YOUR STUDIES.**

I also submitted evidence to prove this;

**LIST EVIDENCE THAT YOU HAVE INCLUDED** (This could be: a medical report, a police report, a counsellor's statement, a statutory declaration, a death certificate of a close relative, proof of attendance at support services from referrals/recommendations you agreed to attend as part of your Academic Improvement Plan, letters from landlords or employers. More examples of evidence can be found on the supplementary RUSU Handout; *Examples of Documentary Evidence*)

Therefore, by rejecting my application, a breach of University Policy on special consideration has occurred.

Regards,

**YOUR NAME**  
**YOUR STUDENT NUMBER**

For more student rights information visit our website: [www.su.rmit.edu.au/student-rights](http://www.su.rmit.edu.au/student-rights)

For additional assistance drop into or call a Student Union Front Office to speak with a Student Liaison Officer;

City Higher Ed: Building 8, Level 3 .....ph: 03 9925 5004

Tivoli (Business): Building 108, Level 3 .....ph: 03 9925 5647

Carlton Campus: Building 57, Level 4 .....ph: 03 9925 4769

Brunswick: Building 514, Level 2 .....ph: 03 9925 9478

Bundoora: Building 204, Level 1 .....ph: 03 9925 7226

Or, send detailed information regarding your case to [student.rights@rmit.edu.au](mailto:student.rights@rmit.edu.au)

If required, an appointment will be made for you with a Student Rights Officer.

*This Student Rights Letter Template series is brought to you by the RMIT University Student Union (RUSU) Welfare and Education Departments and your Student Rights Officers.*