

## HINTS

- With a Special Consideration Statement Letter you should aim to clearly state why are you are applying for Special Consideration or what went wrong this semester and how this effected or prevent you from achieving your full potential with regards to your study.
- As with all RMIT Applications, provide documentary evidence, dates and emails to demonstrate what you are saying.
- Remember if you only need a short extension (7 days or less) you should be lodging an *Application For Extension Of Time for Submissions of Assessable Work* form with your school one day prior to the assessment due date.

THE DATE  
YOUR NAME  
YOUR STUDENT NUMBER  
YOUR CONTACT DETAILS

Dear Special Consideration Panel,

I need to apply for Special Consideration for my assessment on **INSERT DATE** for **INSERT COURSE NAME**.

Before this assessment took place/ on the day of the assessment I was;

- Unable to study
- Unable to do the assessment
- Unable to work to my usual ability

This was due to a series of the unexpected and disruptive circumstances which took place. This had a severe, negative impact on my ability to complete/attend my assessment.

**IN THE NEXT SECTION YOU SHOULD EXPLAIN WHAT HAPPENED LIKE A STORY, INCLUDING TIMES AND DATES.**

**EXAMPLES OF COMMON NON MEDICAL PROBLEMS THAT CAN ARISE ARE HOUSING ISSUES, FAMILY PROBLEMS, ILLNESS OR DEATH OF A FAMILY MEMBER, ACCIDENT OR VOILENT CRIMANAL ACTIVIES OCCURING TO YOU OR A CLOSE FAMILY MEMBER.**

**IMPORTANT QUESTIONS TO ANSWER ARE;**

- What went wrong?
- Do you have any evidence about what went wrong? I.e. medical certificates, doctor's/ counsellor's letters?
- Was there an additional stressful situation that you were dealing with?
- Were the circumstances academic or personal?
- What was the impact of what has occurred on your ability to study or meet your assessment requirements successfully? *Important: you want to demonstrate that you have the ability and capacity to complete your studies successfully, but things outside of your control (or things that you have now changed) had a direct impact on your ability to do so.*

- How long have the circumstances that have affected your study been occurring for?

I have attached the following evidence to support my application;

LIST EVIDENCE THAT YOU HAVE INCLUDED (This could be: a family member's medical report, police reports, 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*).

The attached form lists the outcomes that would be most desirable for me to successfully complete my studies in the affected course. I hope that you take into consideration the circumstances I have outlined in the above letter and evidence supplied, in your decision regarding my Special Consideration Application.

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.*