



## Special Consideration Application Form

Rosehill College assists students who encounter ongoing and serious difficulties that may materially affect their ability to continue with their course and the agreed schedule of payment instalments under the current student agreement.

Rosehill College recognises that there are different categories of difficulties and has formal policies Student Agreement, Cancellation and Refund Policy and Procedure and support services to help our students during this period by appropriate methods including, but not limited to course and or payment deferrals, decreased instalments, cancellation, refund or a release from payment of future instalments.

Please submit this completed form along with the supporting documentation required to the CEO or Director of Studies by email at [info@rosehillcollege.edu.au](mailto:info@rosehillcollege.edu.au). Please note, failure to provide the supporting documentation will result in a delay in processing your application. Rosehill College reserves the right to refuse a Special Consideration Application.

First Name		Surname	
Student Number		Date	
Course Name		Date of enrolment	

**My difficulty relates to:** *(please indicate **only** the most appropriate and supply a summary of the circumstances)*

Medical Condition	
Financial Hardship	
Personal Difficulties	

**My desired outcome from this application is:**

### Supporting Documentation:

To support your case for Special Consideration, you **must** attach sufficient supporting documentation which specifically demonstrates:

- Ongoing and serious difficulties personally or closely related
- Change in circumstances
- Indicate the expected duration of the situation.



**Examples of acceptable supporting documentation**

<b>Reason</b>	<b>Evidence required</b>
Medical Condition	<ul style="list-style-type: none"> <li>• Medical Certificate</li> <li>• Counsellor / Psychologists Evaluation</li> <li>• Insurance Claims</li> </ul>
Reduced Working Hours	<ul style="list-style-type: none"> <li>• 2 x recent Payslips; or</li> <li>• Letter from employer</li> </ul>
Termination or Redundancy	<ul style="list-style-type: none"> <li>• Final Payslip; or</li> <li>• Letter from employer</li> </ul>
Divorce / Separation	<ul style="list-style-type: none"> <li>• Relevant document providing evidence</li> </ul>
Natural Disaster	<ul style="list-style-type: none"> <li>• Provide details</li> </ul>
Rent / Mortgage Increase	<ul style="list-style-type: none"> <li>• Letter from landlord / bank advising increased amount</li> </ul>
Relocating for New Job / Interstate	<ul style="list-style-type: none"> <li>• Provide details</li> <li>• Letter of new employer in new location</li> </ul>
Unforeseen Medical Expenses (own / closely related)	<ul style="list-style-type: none"> <li>• Provide details</li> <li>• Medical bills</li> </ul>
Bill shock – Mobile / Utilities Only	<ul style="list-style-type: none"> <li>• Relevant mobile / utilities bill</li> </ul>
Personal Difficulties	<ul style="list-style-type: none"> <li>• Separation / Divorce documents</li> <li>• Police Report</li> <li>• Court or Legal documents</li> </ul>

**Document Control**

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