



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. 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

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

Document Control

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