



## REQUEST FOR SPECIAL CONSIDERATION (ADMISSION)

Before lodging this form please read the information and guidelines on the back of this form.

This form is NOT an application for admission. You are required to submit a separate application for admission through UAC ([www.uac.edu.au](http://www.uac.edu.au)) before applying for Special Consideration. Applications for Special Consideration can only be accepted for domestic undergraduate applications.

If you have not attempted tertiary study (diploma level studies or above), you are required to apply for special consideration via the Educational Access Scheme (EAS). See [www.uac.edu.au](http://www.uac.edu.au) for more information. If you have attempted tertiary study, please complete this form for special consideration.

### 1. Personal details

Family name						UAC or ANU ID			
Given names									
Date of Birth	D	D	M	M	Y	Y	email address		
Mailing address	number & street					Phone			
	suburb/town					Mobile			
	state/province			postal code		country			

### 2. Special Consideration Request

What type of special consideration are you seeking? Tick ONE box below.

- Ignore **part** of my Tertiary Study
- I have performed poorly in part of my tertiary studies due to adverse circumstances and I have performed at a higher standard since this. Please do not consider part of my tertiary studies when assessing my application.
- Ignore **all** Tertiary Study
- I have completed at least one year of full time tertiary studies and I have performed poorly in all of my tertiary studies due to adverse circumstances. Please do not consider any of my tertiary studies when assessing my application.

### 3. Statement and Supporting Documents

Attach a statement outlining the reason for requesting Special Consideration. You must outline what happened that resulted in your poor results and how your circumstances have changed to allow you to successfully complete study at this time.

You must attach original documents that support your request. Examples of suitable documentation are on the back of this form. Applications without supporting documents will not be considered.

### 4. Declaration

I certify that the information I have provided in and with this application is correct and complete.

I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application (including to determine whether I have any undeclared study). Accordingly, I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.

I acknowledge and accept that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by me or by my referees.

I understand that The Australian National University (ANU) may disclose the personal information I have given in this application to both the Department of Education and Training and the Department of Home Affairs and that they will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) and the Provider Registration and International Students Management System (PRISMS).

Signature  Date 

D	D	M	M	Y	Y
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#### OFFICE USE ONLY

Form received/acknowledged 

SAS Officer name	
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 Date 

D	D	M	M	Y	Y
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You must lodge the completed form and supporting documentation using one of the following methods:

via email to: <a href="mailto:domestic.admissions@anu.edu.au">domestic.admissions@anu.edu.au</a> in person at:  Di Riddell Student Centre Building 154 University Avenue	by mail to Admissions Office, Division of Student Administration Di Riddell Student Centre Building 154 University Avenue The Australian National University Canberra ACT 2601
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**Applications for special consideration can only be accepted for domestic undergraduate applications.**

**All applications and supporting documentation must be received by the special consideration deadline of the intended commencement semester. See <http://www.anu.edu.au/study/apply/special-consideration> for more information. Late applications will not be considered.**

Please read these notes before completing the form.

- Special circumstances are defined as beyond a person's control, and such that they have a direct bearing on the student's educational performance. 'Beyond a person's control' is defined in the following way: 'circumstances are beyond a person's control if a situation occurs that 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.' Pre-existing conditions are not ruled out, but it is suggested that consideration be given to whether that condition changed in a way to affect the performance of the student in a way that might otherwise not have been expected.
- Applications and supporting documents are confidential.
- Applicants with no tertiary study must apply through the Educational Access Scheme administered by UAC. See [www.uac.edu.au](http://www.uac.edu.au) for more information. Applicants who submit an Application for Special Consideration instead of the Educational Access Scheme will not be considered. Applicants with less than 1 year full time equivalent of tertiary will be assessed by ANU admissions office using the EAS guidelines.
- If you are applying for consideration on the basis of part of your tertiary study, you must have completed at least **one year of full time** study for the component that you wish to be considered for.
- Your statement must outline the reasons for your poor performance in your study, what has now changed and why you now have the capacity to succeed at tertiary study.
- All applications must include supporting documents that substantiate your claims. They must also offer evidence of your capacity to succeed. Examples of supporting documents are: doctor's certificates to support lengthy health issues likely to affect study, letters from doctors outlining how a condition affected study, letters from teachers outlining issues experienced at school or study, letters from employers outlining ongoing responsibility or reliable service. You may also submit personal references, examples of work or selections of relevant readings undertaken.
- Your selection rank must be over the minimum entry requirements of the University for Special Consideration to be successful. The minimum ATAR or equivalent rank is 75.
- Applications are assessed through the Admissions Office. Applications are assessed on the merit of the information provided including supporting documentation. Applications without supporting documentation will not be successful. The recommendation of the Admissions Office will be forwarded to the relevant College Student Administration Office for review by the Delegated Authority. The Admissions Office will issue the formal outcome of your application for Special Consideration.
- The recommendation of the Admissions Office will be one of five outcomes based on the guidelines below:

Determination	Used in cases where
To admit to the award	The rank of the qualification to be considered meets the entry requirements of the program
To admit to another award	The rank of the qualification to be assessed meets the entry requirements of the alternative award
To admit with recommendations	The rank of the qualification to be considered falls within 5 points of the entry requirements. Recommendations may include: <ul style="list-style-type: none"> <li>a scheduled appointment for academic advice at enrolment</li> <li>an appointment after a set period to discuss progress and identify any potential issues</li> </ul>
To admit to another award with recommendations	The rank of the qualification to be considered falls within 5 points of the entry requirements of the alternative program. Recommendations may include: <ul style="list-style-type: none"> <li>a scheduled appointment for academic advice at enrolment</li> <li>an appointment after a set period to discuss progress and identify any potential issues</li> </ul>
Not to admit	The rank of the qualification to be considered falls below 5 points of the program; or The rank of the qualification to be considered falls below the minimum requirements of the University.