

WESTERN SYDNEY UNIVERSITY



The College

APPLYING FOR EXTENSIONS WITH AN AIP

Do you have extensions as one of your stated Academic Integration Plan (AIP) adjustments and you need to apply for an extension of your assessment task?



Complete the Application for Special Consideration form

Visit The College Student Central to pick up a copy of this form or access online via → [Application for Special Consideration](#)

- Fill out SECTION 1: Type of assessment
- Fill out SECTION 2: Personal details
- Fill out SECTION 3: Assessment details
- Fill out SECTION 4: Reason for application - mark 'serious illness' with an X and write 'AIP attached' beside it, as you have 'extensions' as one of your AIP adjustments.
- Fill out SECTION 5: Evidence – if it is your first extension for your assignment, write 'AIP attached'. If it is your second extension for the same assignment, you will have to attach a **Medical Certificate** completed by your treating doctor as well as your AIP.
- Fill out SECTION 6: Student declaration.



Submit your form to Student Central

- Hand-submit your completed Special Consideration form to Student Central (Building 1) or email studentcentral@westernsydney.edu.au along with your medical documentation and AIP **either before, on or no later than 5:00pm two working days after the due date of the assessment task**.
- Email your Teacher informing them that you have submitted a Special Consideration form to request an extension via Student Central.



Wait to receive notification of the outcome

- Continue to work on your assignment.
- You will receive an email notification advising you of the outcome of your request.

PLEASE NOTE:

- An AIP can adjust for the effects of your disability or health condition while you are able to manage your symptoms. For further information about AIPs, please see [Academic Integration Plans](#) located on the Disability Service webpage www.westernsydney.edu.au/disabilityservice
- You may also apply for Special Consideration if the issue is not related to your medical condition or disability (e.g. death in the family/motor vehicle accident).
- If you experience any issues with applying for Special Consideration, contact your Disability Advisor either via email, or on 9825 5199 for assistance.