

# WESTERN SYDNEY UNIVERSITY



## APPLYING FOR SPECIAL CONSIDERATION WITH AN AIP

Have you experienced serious misadventure, accident or extenuating circumstances beyond your control, — such as an increase in your symptoms of your disability or medical condition which cannot be reasonable accommodated by the adjustments in your AIP — to the extent that you were unfit to attend class during a specified period, complete an assessment task or undertake an exam?

The University accounts for these circumstances with the **Special Consideration policy**. For more information, please see the University's policy webpage <https://policies.westernsydney.edu.au>

To apply for Special Consideration, you will require supporting documentation **additional** to your AIP. Supporting documentation must clearly indicate the severity and/or gravity of the circumstances, the extent of the impact and the relevant dates. It is recommended that you use the **Medical Certificate** to provide this information.

Further details for **Special Consideration** are available on the Online Special Consideration and Deferred Exams eform [www.westernsydney.edu.au/eforms](http://www.westernsydney.edu.au/eforms)



### Apply for Special Consideration via the eform Portal

**eForm Portal** [www.westernsydney.edu.au/eforms](http://www.westernsydney.edu.au/eforms)

- Click the 'Find Forms' button, then select 'Special Consideration/Deferred Exam'
- Complete the form, and attach supporting documentation as well as your AIP.



### Submit your form online

- Submit your Special Consideration application before, or no later than 5:00pm; two working days after the due date of the assessment task or exam.
- You will receive an email in your student email acknowledging receipt of your Special Consideration application



### Wait to receive notification of the outcome

- 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](http://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 to discuss.