Via email: special-con@unimelb.edu.au

To the Special Consideration Team:

I am writing to apply for late special consideration with respect to the subject: [subject code] Subject name for the [Assessment Type: Essay/Assignment/Exam etc].

This [Essay/Assignment/Exam] is weighted at [20%/30% 80% etc] and was [due on/scheduled for: date].

Please find the relevant details set out below, addressing both the reason the application is made after the 4-day deadline, as well as the substantive basis for the application itself.

**Reason Application is out of Time**

Due to the following circumstances, I was effectively incapable of submitting my application within the four-day deadline.

[Set out medical or other extenuating circumstances which prevented you from lodging within the 4 days. The reasons need to adequately explain why you were incapable of applying until now. Please note, students are expected to make themselves aware of deadlines for processes which affect them, such as special consideration, therefore it is not sufficient to say that you were unaware of the deadline. You should attach documentation which independently supports these reasons.]

**Substantive Basis for Application**

I was severely impacted by [circumstances] which affected me from [start date of impact] until [end date of impact].

[Set out *how* your assessment was severely impacted by this situation and specifying the time frame in relation to that assessment. You need to explain what it was about your situation that prevented you from preparing for, or completing, the assessment task in question.

You will also need to attach an HPR form or other supporting documentation which clearly specifies the impact and duration at the time of the relevant assessment as supporting evidence.]

I have **attached** an HPR form completed by my doctor in support of my application which verifies the both the reason for the lateness of my application as well as the substantive impact of my circumstances on my studies.

Please don’t hesitate to contact me, should you require further information in making your determination.

Thank you for your support.

Yours Sincerely,

Name

Student Number