

Special Consideration

Applications and Disputes



Whether you are applying in **‘Unexpected Circumstances’** or seeking **‘Ongoing Support’**, the processes for applying as well as disputing decisions are the same. This guide should help you quickly understand what to do at each stage, and determine what you can do next to dispute the decision higher up within the University.

1. APPLICATION

- Application goes to Student Equity and Disability Support (SEDS) and is assessed against eligibility criteria.
- Unexpected Circumstances: Via Student Portal within 4 days of assessment.
- Ongoing Support: Via Student Portal but check deadlines with SEDS.
- Late applications are possible. Contact us for help.

2. INTERNAL REVIEW

- Click the seek a review button in your Student Portal.
- Assessed by a senior member of SEDS staff.
- Must be done within 5 days of receiving your outcome.
- Provide missing facts or dates, additional supporting documentation, or explain how you believe the first decision was wrong.

3. FORMAL GRIEVANCE

- Submitted online to the Academic Registrar.
- Must include:
 1. The steps you have followed to try and resolve the issue so far
 2. How your personal circumstances demonstrate your eligibility for special consideration and the reasonableness of your request.
 3. What you are seeking as a result.

4. ACADEMIC BOARD APPEAL

- Submitted via email and considered by the Academic Secretary.
- Must address relevant grounds for appeal and include all documents that relate to the issue.