

Assignment Special Consideration Form



This form **MUST** be completed by the student in BLOCK Letters.

Refer to [AIA Assessment and Grading Policy and Procedure](#) for further information.

Form submission

Submit your Assignment Special Consideration form prior to the submission due date to the Academic Dean.

STUDENT AND UNIT DETAILS

Student name:	<input type="text"/>
Student ID Number:	<input type="text"/>
Email Address:	<input type="text"/>
Unit Code and Name:	<input type="text"/>
Unit Convenor:	<input type="text"/>

ASSIGNMENT DETAILS

Assignment No.:	<input type="text"/>
Assignment Name:	<input type="text"/>
Assignment Due Date:	<input type="text"/>
Requested Due Date:	<input type="text"/>
Reason for Application:	<input type="text"/>
Is this a Group Assignment? Please mention Yes or No	<input type="text"/>
If yes, please list the names of students in your group	<input type="text"/>

SUPPORTING DOCUMENT DETAILS or PERSONAL STATEMENT

Please mention the list of documents attached with this application

STUDENT DECLARATION

I certify that the information provided by me in this application is true and that I have read and understood the guidelines regarding special consideration provided in [AIA Assessment and Grading Policy and Procedure](#).

Student Signature:

Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.

FOR OFFICE USE ONLY

This section MUST be completed by ACADEMIC DEAN

Date received:

Special Consideration Granted?

Yes

No

Reason (if not granted):

Revised due date (if applicable):

The extension complies with the AIA's Assessment and Grading Policy and Procedure

Approver's Name:

Approver's Signature:

Date: