

Date: \_\_\_\_\_

Application for VET Special Consideration – Outcome Notification Letter

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Dear \_\_\_\_\_

Re: **Application for VET Special Consideration**

I refer to your *application for Special Consideration* for Semester \_\_\_\_\_ dated \_\_\_\_\_ in the \_\_\_\_\_ program.

Special consideration information can be found at the Federation University website: <http://federation.edu.au/current-students/essential-info/administration/special-consideration>

Your application for Special Consideration has been considered. Please refer below for the outcome for the courses concerned under the request code (EXT = extension; AR = attendance requirements).

Course/Unit Code	Course/ Unit title	Name of Trainer / Assessor	Request Code	Assessment Task	Due date	Approved yes/no	Revised assessment date (if applicable)

If your application have not been approved, the following reasons are provided:

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If your application for VET Special Consideration has been approved and you **have not** been provided new submission dates, **you are now required to contact each of your Trainers / Assessors (named above) by email or in person as soon as possible** to confirm your individual Special Consideration arrangements and to set a new due date for your assessment or supplementary assessment.

You may lodge an appeal against the Special Consideration outcome in this letter. The appeal must be made in writing, within 10 working days, to the Deputy Vice-Chancellor Student Support and Services. Your appeal should include a cover letter describing reasons for your appeal, original application forms, all appropriate supporting documentation, and this outcome letter. Submit the appeal to [dvc.sss@federation.edu.au](mailto:dvc.sss@federation.edu.au). If you are not satisfied with the decision, you may have grounds to submit a further appeal to the University Appeals Committee.

If you would like support with appeals, you can contact the Student Advisory Service on 03 5327 6105 or [studentadviser@federation.edu.au](mailto:studentadviser@federation.edu.au)

Should you require further information about this letter or process please contact your Education Manager.

Sincerely

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