



SPECIAL CIRCUMSTANCE POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Dean for Academic and Regional Development	
Contact	Kerry Todd-Smith, Policy Coordinator, policy@morling.edu.au	
Approved by	Academic Board	
Responsible body	Academic Board	
Approval date	17 October 2018	
Effective date	17 October 2018	
Review date	October 2021	
Superseded documents	Compassionate Withdrawal Policy: Education and Counselling 2014 Special Circumstances Policy: Education and Counselling Incomplete Units Policy: Education and Counselling 2014	
Related documents	Compassionate Withdrawal Form Application for Deferred Assessment (DE) Form Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy: Education; Counselling, Chaplaincy and Spiritual Care Suspension of Candidature Policy: Counselling	
Policy classification <i>Select a General OR an Academic option</i>	General	Academic Student Services and Administration

1. PURPOSE

To define Special Circumstances provisions and the situations in which it applies.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College
Census Date	The point at which a student's enrolment in a course becomes effective and they become financially liable for the course.
Withdrawal Date	The date the student withdrew, or if the student did not withdraw, the last day of the end of the period of study in which the unit of study was undertaken.
CW	Compassionate Withdrawal. This allows students to withdraw after the census date without academic or financial penalty.

DA	Deferred Assessment or Exam
LOA	Leave of Absence. This is a period of non-enrolment where the student has the intention to return to their studies at the end of the authorised period.

3. SCOPE

This policy applies to all Morling College students enrolled in courses in Education; Counselling; and Chaplaincy and Spiritual Care and who wish to make a request due to Special Circumstances.

4. POLICY STATEMENT

Morling College recognises that Special Circumstances may impact a student's progress to complete a unit/s of study and that there may be times when these circumstances lead to an application for:

- Compassionate Withdrawal (CW)
- Deferral of assessment (DA)
- Suspension or extension of candidature
- Leave of absence (LOA)

It is the student's responsibility to submit the relevant application by the required deadline.

Morling College encourages students to effectively communicate their needs and altered circumstances with College staff in a timely manner in order to assist students when making decisions about their academic goals and expected outcomes. While advice may be given, it is ultimately the student's responsibility to manage their enrolment in and completion of units and courses of study within the expected timeframes.

5. PRINCIPLES

- 5.1 Special circumstances are defined as those situations which
- are beyond the student's control;
 - make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit.
 - See 4.4 Compassionate Withdrawal below for additional criteria.

Beyond a student's control

- 5.2 Circumstances will be deemed 'beyond a student's control' if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not

responsible. The situation must be unusual, uncommon or abnormal.

Impracticable to complete

- 5.3 Some special circumstances may occur which would make it impracticable for the student to complete the requirements of the unit of study. These include:
- a. Medical circumstances;
 - b. Family circumstances;
 - c. Personal circumstances;
 - d. Employment related circumstances; or
 - e. Course of study related circumstances.

Compassionate Withdrawal

- 5.4 A Compassionate Withdrawal allows a student to withdraw after the census date and receive a 'withdrawal' as a final grade. It also enables students to receive a refund of tuition fees or for a re-credit of FEEHelp debt, i.e. no financial penalty.
- 5.5 A student is eligible to apply for compassionate withdrawal if the **full impact of the special circumstances (as per 4.1 above) were not known until on or after the Census Date** of the unit of study.

In these situations, the student's circumstances occurred:

- a. before the Census Date, but worsen after that day;
 - b. before the Census Date, but the full effect or magnitude did not become apparent until on or after that day; or
 - c. on or after the Census Date.
- 5.6 A student is ineligible for a compassionate withdrawal if they have been granted a deferral of assessment and do not complete their assessment within the terms of the deferral.
- 5.7 An application is best made as soon as possible, ideally by the Friday of the final week of the lectures. In some circumstances later applications can be accepted up until 12months from the withdrawal date.
- 5.8 If a Compassionate Withdrawal is approved, the students are eligible to apply for a refund of tuition fees to have their FEE-HELP balanced re-credited for the relevant unit/s of study. See Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy.

Deferred Assessment

- 5.9 Where an individual assessment item will not be submitted by the due date a student should, in the first instance, apply to the lecturer for an extension before the due date. The extended due date should fall before the lecturer must submit the final marks to the Registrar's Office.

- 5.10 Students may apply for a Deferred Assessment/Examination (DE) if they are unable to:
submit an assessment by the due date where an extension will lapse or is not possible; or
sit an exam during the normal exam period.
- 5.11 A DE may only be requested if the assessment has not yet been submitted or the exam not yet attempted.
- 5.12 Where a DE has been granted the assessment or exam must be completed as soon as possible and no later than the start date of the following semester.
- 5.13 A Fail (F) grade will be issued where an assessment is not submitted or exam not taken by the approved deferred date.

Suspension of Candidature [Counselling, Chaplaincy and Spiritual Care ONLY]

- 5.14 Refer to Suspension of Candidature Policy: Counselling

Leave of Absence

- 5.15 Refer to Leave of Absence Policy: Education; Counselling, Chaplaincy and Spiritual Care

Applications

- 5.16 Each application relating to special circumstances will be examined and determined on its merits.
- 5.17 Applicants must complete the appropriate form and provide documentary evidence to substantiate their claims, such as medical certificates and letters of support.

Submission and Approval

- 5.18 Submit applications as per below

Application type	Application Format	Submit to for a recommendation	Approved by
Compassionate withdrawal	Compassionate Withdrawal Form	Lecturer	Registrar
Deferred assessment	Application for Deferred Assessment (DE) Form	Lecturer	Registrar
Suspension or extension of candidature [Counselling,	Email, outlining the circumstances and attaching supporting documents	Lecturer	Registrar

Chaplaincy and Spiritual Care ONLY]			
Leave of absence (LOA)	Email, outlining the circumstances and attaching supporting documents	Lecturer	Registrar

6. RELATED DOCUMENTS AND LEGISLATION

[Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

[Variation to Enrolment Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

[Incomplete Grade Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	17 October 2018	17 October 2018	Streamlined policy, amendments to reflect changes in structure and roles
1	Academic Board	December 2014	December 2014	New policy

*Always **download** this policy anew from the Policies folder on the Morling share drive: Policies/Student Policies, as it may have changed*