



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

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Approved by	Academic Board		
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Document classification <i>Select from the drop-down menu</i>	Student Services and Administration		

1. PURPOSE

To define Special Circumstances provisions and the situations in which they apply.

2. DEFINITIONS

Key Term or Acronym	Definition
Census Date	The point at which a student's enrolment in a course becomes effective and they become financially liable for the course.
CW	Compassionate Withdrawal. This allows students to withdraw after the census date without academic or financial penalty.
DE	Deferred Assessment or Exam
Dean	Dean of Faculty
DSS	Director of Student Services

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.
MC	Morling College

3. SCOPE

This policy applies to all Morling College students enrolled in courses in Education; Counselling; and Chaplaincy and Spiritual Care, 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:

- Deferral of an exam or assessment (DE)
- Suspension or extension of candidature
- Leave of absence (LOA)
- Tuition Fee Refund (TFR) (previously known as Compassionate Withdrawal (CW))

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 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.

Beyond a student's control

5.2 Circumstances will be deemed 'beyond a student's control' if a situation occurred 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.

Deferred Assessment or Exam

- 5.4 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 Faculty Administrator.
- 5.5 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.
- 5.6 A DE may only be requested if the assessment has not yet been submitted or the exam not yet attempted.
- 5.7 *Where a DE has been granted the assessment or exam must be completed as soon as possible, normally no later than the start date of the following semester. Any further extension of the DE beyond this date requires the approval of the Faculty Dean.*
- 5.8 *A Fail (F) grade will be issued where an assessment is not submitted or exam not taken by the approved deferred date unless there are extenuating circumstances.*

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

- 5.9 Refer to the Suspension of Candidature Policy: Counselling

Leave of Absence

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

Tuition Fee Refund

- 5.11 Under **specific** special circumstances, if approved, a student is able withdraw after the census date without an academic penalty (receiving a CW (Compassionate Withdrawal) as a final grade) and with no financial penalty

(receiving a refund of tuition fees and/or a re-credit of FEEHelp debt).

- 5.12 Refer to the Tuition Fee Refund Policy: Education; Counselling, Chaplaincy and Spiritual Care for details. This policy was previously known as the Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care

Applications

- 5.13 Each application relating to special circumstances will be examined and determined on its merits.
- 5.14 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

- 5.15 Submit applications as per below

Application type	Application Format	Submit to for a recommendation	Approved by
Deferred assessment	Application for Deferred Assessment (DE) Form	Lecturer/Dean	Dean
Suspension or extension of candidature [Counselling, Chaplaincy and Spiritual Care ONLY]	Email, outlining the circumstances and attaching supporting documents	Lecturer/Dean	DSS
Leave of absence (LOA)	Leave of Absence Form	Dean	Dean
Tuition Fee Refund	Faculty Tuition Fee Refund Form (online)	Online	DSS

6. RELATED DOCUMENTS AND LEGISLATION

Tuition Fee Refund Policy: Education; Counselling, Chaplaincy and Spiritual Care

Variation to Enrolment Policy: Education; Counselling, Chaplaincy and Spiritual Care

7. REFERENCES

Australian College of Theology Tuition Fee Refund Policy

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Updated responsible officer.
3.00	Academic Board	10 November 2021	10 November 2021	Removed <i>Withdrawal Date</i> from 2.Definitions Removed text in 5 relating to Compassionate Withdrawal. (Compassionate Withdrawal Policy renamed as Tuition Fee Refund Policy.) Added to 5.7: <i>Any further extension of the DE beyond this date requires the approval of the faculty dean. Amended 5.15 in relation to Leave of Absence (LOA)</i>
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

Download this policy anew with each use, as it may have changed.