



## Notification of Extenuating Circumstances or Special Needs

This form is to be completed by those students who need to advise the Placements Office of extenuating circumstances or special needs which may need to be taken into account when making professional placement allocations.

All applications will be assessed on a case by case basis by the Student Advisor and should be made at **the beginning of each academic year** or where applicable – **at least 6 weeks prior to commencement of the placement** unless evidence can be provided that confirm the extenuating circumstances have occurred recently (ie within the last 6 weeks). All applicants will be advised via their Monash University student email as to their application outcome.

**Please note that work commitments and related matters are NOT considered to be extenuating circumstances**

### ADVICE OF EXTENUATING CIRCUMSTANCES

If a candidate has special needs or extenuating circumstances that should be taken into account when placements allocations are being made, a 'Notification of Extenuating Circumstances or Special Needs' should be submitted. In order for the notification to be consideration and request granted, the case presented needs to be of a **serious nature** and should be supported by documentary evidence. For example, a student may have a disability which makes it difficult for them to travel up to 60 minutes to their school placement each day.

### REQUIRED APPLICATION DOCUMENTATION

All applications should be supported by appropriate documentation and/or evidence from a qualified practitioner (ie medical or a psychologist) registered with a recognised body. Other acceptable documents may include a statutory declaration. Certificates signed by family members are not acceptable.

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Monash Student ID: \_\_\_\_\_ Monash Student email: \_\_\_\_\_

Contact Telephone Number: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Course:       Early Childhood       Primary       Secondary       P-10       Postgraduate

Campus:       Clayton       Gippsland       Peninsula       Berwick

Circumstances are ongoing for the whole of the academic year:       Yes       No

Placements you are undertaking this year:

Unit Code	Unit Name	Placement Dates	
		From	To

Please give a description of the extenuating circumstances or special needs - (attach if insufficient space).

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Please indicate attachments:     Medical Certificate     Statutory Declaration     Other

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

**How to submit this application form:**

1. Login to [ask.monash](http://ask.monash)
2. Select the "Ask a Question" tab
3. Choose "Student Administration" from the category drop-down list
4. Type or copy/paste the following into the question field: PEO Form
5. Attach your scanned forms (maximum size limit is 3 MB per form).

<b>Professional Experience Advisor USE ONLY</b>	
Are these circumstances/needs be taken into account when making placement allocations:	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no please provide a reason so the PPPO may inform the student)
Comments:	
Name:	
Signature:	Date:
<b>PPPO USE ONLY</b>	
Date Student Notified:	
Name:	
Signature:	Date:
<b>NB: copy of correspondence to student advising of the application outcome must be filed with the original student application &amp; Student Advisor decision.</b>	