

## Notification of Extenuating Circumstances or Special Needs

This form is to be completed by those students who need to advise the Professional Experience Office (PEO) 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 PEO 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 (i.e. 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 student 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 (i.e. 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 \_\_\_\_\_

Full Course Name: \_\_\_\_\_

Campus: ☐ Clayton ☐ Peninsula ☐ Singapore

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

Placements you are undertaking this year:

Unit Code	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](https://ask.monash.edu)
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).

**Privacy Collection Statement:** The information on this form is collected for the primary purpose of organising your teaching placement. If you choose not to provide all the information requested on this form, it may not be possible for the Faculty of Education to arrange a suitable teaching placement. Personal information may also be disclosed to the school which you will undertake your placement.

Monash University values the privacy of every individual's personal information and is committed to the protection of that information from unauthorized use and disclosure, except where permitted by law. For more information about the handling of your personal information, please see the [Student Data Protection and Privacy Collection Statement](#). For more information about Data Protection and Privacy at Monash University, please see our [Data Protection and Privacy Procedure](#).

If you have any questions about how Monash University is collecting and handling your personal information, please contact your Data Protection and Privacy Office at [dataprotectionofficer@monash.edu](mailto:dataprotectionofficer@monash.edu)