

Statement of Reasons for Special or Unforeseen Circumstances

In accordance with Sections 36–20, 21 and 104–25, 30 of the *Higher Education Support Act 2003* (HESA), and the University of Divinity *Extensions and special consideration policy* sections 1 and 3 (2013) and *Grievances policy*, ALC provides the following provision for ‘special/unforeseen circumstances’ in relation to the consideration of

- **assignment and unit extensions**
- **grievances**
- **tuition fee refunds and remission of FEE-HELP debt**
- **course (and unit) variations for domestic students**

Please note that course/unit variations for overseas students including deferment and leave of absence are considered under the compassionate or compelling circumstances provision in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. See [Guide to Deferring, Suspending or Cancelling Enrolment](#) and [Overseas student tuition fees refund policy](#).

Definitions

Special/unforeseen circumstances apply to all ALC students if and only if ALC is satisfied that circumstances:

- (a) are beyond the person’s control; and
- (c) make it impracticable for the person to complete the requirements for the unit during the period during which the person undertook, or was to undertake, the unit.

Circumstances beyond a person’s control

ALC will be satisfied that a student’s circumstances are beyond that 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.
- this situation must be unusual, uncommon or abnormal.

Special/unforeseen circumstances may involve (but are not limited to): serious illness or injury, pregnancy or childbirth, serious illness or bereavement of close family members, course structure or unit availability, serious upheaval or disaster, traumatic experience, legal responsibilities (eg jury service).

Circumstances that did not make their full impact until on or after the census date for the purpose of consideration of tuition fee refund

ALC must be satisfied that a student’s circumstances did not make their full impact on the student until on or after the census date for a unit of study if the person’s circumstances occur:

- (a) before the census date, but worsen after that day; or
- (b) before the census date, but the full effect or magnitude does not become apparent until on or after that day; or
- (c) on or after the census date.

Supporting documentation

ALC requires appropriate original or certified documentary evidence for the consideration of all requests related to ‘special/unforeseen circumstances’ provision, including clear notification of how these were beyond your control.

Associated documents

[Extensions and Special Consideration Policy](#)

[FEE-HELP Re-crediting Policy and Procedures](#)

[Grievances Policy](#)

[Guide to Deferring, Suspending or Cancelling Enrolment](#)

[Higher Education Support Act 2003](#)

[Overseas student tuition fees refund policy](#)