

Illness/Misadventure Application

If illness, accident, misadventure or special circumstances prevent a student from completing a set task on or by the due date, the College must be advised immediately. If the request requires an extension of time, submit the application as soon as the requirement is known, and **at least two days prior to the due date**.

Complete page one of the application and **submit it to the Leader of Learning of the subject affected**.

Your details			
Student name		Academic year	
Course		Class	
Teacher		Faculty	

Task details			
Task number and description			
Due date		Date of submission	
Reason for this application	<p>Extension due to illness or accident/misadventure/family circumstances</p> <p>Extension due to external commitments (attach Principal's letter or other)</p> <p>Absence due to illness or accident/misadventure/family circumstances</p> <p>Non-completion due to illness or to accident/misadventure/family circumstances</p> <p>Under-achievement due to illness or accident/misadventure/family circumstances</p>		

Supporting evidence	
<p>List supporting documents below and attach them to this application (e.g., medical certificate, formal report of accident, explanatory letter, permission letter or other evidence)</p>	
<p>You should seek independent evidence, such as medical certificates, either immediately before or after each assessment/examination for which you are applying. The documentation you provide must be current, specific to the date and time of the assessment/examination and submitted with this application.</p> <p>Appeals based on technical difficulties must be supported by screenshots and/or unmodified copies of submission. If the reason for the appeal is a confidential or personal issue, the signature and endorsement of the Principal, Assistant Principal – Learning and Teaching or School Counsellor may be substituted.</p>	

Student signature	
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Submit to Leader of Learning

Once you have completed page one, save the application and email it to your Leader of Learning.
(Alternatively, you can print and hand it to your Leader of Learning.)

Leader of Learning recommendation

New due date		
OR Mark adjustment/estimate		
Other		
Supported	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Leader of Learning signature		

Submit to Assistant Principal - Learning and Teaching

Once the Leader of Learning has made a recommendation, this application must be submitted to the Assistant Principal – Learning and Teaching for endorsement.

Right of appeal

A student has the right of appeal if he or she feels aggrieved by the decision made. To appeal this decision, the student must present a written response stating the grounds for appeal, attach this application and submit it to the Assistant Principal – Learning and Teaching.

Assistant Principal - Learning and Teaching determination

Supported	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student signature		
Assistant Principal – Learning and Teaching signature		