

Application for Student Exception

This form is to seek approval for a personal course of study under the *Variations* clause in the relevant programme regulations. The student completes sections 1, 2 and 3; the Faculty sections 4 and 5.

1. Personal Details

Family Name:		ID Number:
First Name/s:		
Programme: e.g. BA	Plan: e.g. Economics	

2. Concession Requested

Note below the concession requested and details of the exceptional circumstances to be considered in determining whether this application will be approved.

3. Student's Signature

Signature:	Date:								
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

FOR FACULTY USE

4. Student Exception Requested

A. Substitution

Dean's permission to substitute: for:

B. Requirement Override

Dean's permission to:

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5. Faculty Approval

Tick the box on the right to indicate Faculty sign-off on completion if, once the Student Exception noted above is entered, the student will meet requirements for the programme (if this box is ticked please attach a Graduation Requirements Checking Report)

Dean's Signature:	Date:								
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

6. Processing

Complete this form and return it to the Records, Enrolment & Fees Office, at the contact details on the top of the page.