

Table of Documentary Evidence

Below is a table of suitable evidence for substantiating extenuating circumstances as covered under the Enrolment Procedure.

Reason	Description	Examples of Acceptable Evidence (non-exhaustive)	Unacceptable grounds/supporting evidence
MEDICAL	<p>A serious health problem, or the onset of a chronic health problem.</p> <p>Examples include:</p> <ul style="list-style-type: none"> serious injury (e.g. from a car accident) major non-elective surgery hospitalisation and/ or recovery from hospitalisation chronic viral infection mandatory quarantine or travel restrictions <p>A medical practitioner must assess the student's condition and provide a signed and dated medical certificate explaining how the medical condition impacts the student's capacity to undertake/ complete studies.</p>	<p>A medical certificate signed by a registered medical practitioner. The medical practitioner must be independent – they cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend, neighbour, or partner or child of a colleague).</p> <p>Medical Certificates must:</p> <ul style="list-style-type: none"> state the practitioner's assessment of the condition be completed on the Medical Centre or Practitioners letterhead contain the Practitioner's Provider Number contain the Practitioner's Provider stamp be free of handwritten amendments that are not signed by the medical professional 	<p>Documents stating only information provided by the student.</p> <ul style="list-style-type: none"> A medical certificate from non-medical practitioners A statutory declaration A Student Access Plan (Disability) Medical certificates obtained online without a consultation
COMPASSIONATE	<p>Causes that prevent a student from completing a semester successfully, that are considered to be beyond a student's control that could not have been reasonably anticipated, avoided, or guarded against.</p> <p>For example:</p> <ul style="list-style-type: none"> Death of a family member or close friend Serious illness of a family member Trauma Misadventure Being a victim of crime Unexpected change to financial circumstances 	<p>Acceptable evidence includes:</p> <ul style="list-style-type: none"> Death Certificate or a Funeral Notice Where the relationship between the student and the deceased is not obvious, evidence of the relationship in the form of a statutory declaration, birth certificate etc. Statement from a medical practitioner confirming medical status of patient, relationship to student, and relevant dates If student is a caregiver, a medical certificate stating the period that the student is required to provide care for the patient Statement from a regulatory authority (e.g. Police, attesting to the trauma, misadventure or victim of crime.) bank statements, list of expenses, bankruptcy notice 	<ul style="list-style-type: none"> Death or ill health of pets. Foreseeable financial support needs. Scheduled or anticipated changes of address/moving home. Reasonably anticipated usual family commitments.



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SPORT (ELITE ATHLETE)	Sporting events at a state, national or international level which the student was unable to plan for. Student must hold approved UQ Elite Athlete status.	A letter written on state, national or international sporting letterhead. The letter must confirm the specific event and dates of the sporting event or activity. The letter must also describe the nature of your sporting commitment (e.g. training, travel etc.).	Applications based on sporting events not of a state, national or international sporting level.
ELITE PERFORMER	A student who is operating at the highest level in their field as a contracted artist or performer and who must undertake significant commitments to a recognised state, national or international cultural or artistic event. These events might include (but not limited to) members of: <ul style="list-style-type: none"> Actors Equity Australia Australian Dance Council or Theatre Australian Chamber Orchestra The Symphony Australia Orchestras Australian Youth Orchestra Opera Australia 	A letter on official letterhead that confirms the dates of the event. The letter must confirm the nature of your commitment to the event.	<ul style="list-style-type: none"> Amateur or local community performances or artistic events. Attending performances or cultural activities.
WORK	A student who has unforeseen and extraordinary work commitments beyond their control.	Correspondence from the employer confirming the unforeseen and extraordinary work commitments, on: <ul style="list-style-type: none"> Company letterhead; or An email with the employer's digital signature. The correspondence must detail the date on which the student was notified of the commitment, the unexpected nature of the commitment, and how this commitment will impact the successful completion of their studies.	<ul style="list-style-type: none"> Usual demands of employment including predictable periods of pressure and short term, temporary periods of being absent from one's normal place of residence. Irregular casual work, increased work commitments and/or conference attendance. A statement from the student without supporting evidence from their employer.
DEFENCE FORCE RESERVISTS AND EMERGENCY SERVICES	A student who is a member of the defence forces or is a emergency services member or volunteer (e.g., SES, Rural Fire Service) and required to render any service, including training.	A letter or statement on official letterhead, signed by an authorised officer of the relevant organisation. The letter must detail your role within the service, and the start and finish dates of training or activity.	
JURY DUTY	Where the student has been summoned for Jury Duty and the required attendance prevents the student from completing their studies successfully.	A copy of the payment advice for jury duty detailing the dates of attendance/ empanelment for jury duty.	By itself, a summons for jury duty.