

Special Consideration Request Form

Optional request form | Effective 8 September 2026

Use this form to ask for support when circumstances affect your study, or for review of your fee/refund position. You may instead email the same details. For help or another format, contact Student Services: **team@equinimcollege.com | 1800 338 883.**

Do not delay a withdrawal notice while completing this form or gathering evidence. Clear written withdrawal is accepted under the Student Withdrawal Policy. A timely VSL withdrawal on or before census day does not require hardship evidence.

EQC currently charges no administration fees. Refunds are assessed under your agreement, law and funding rules, not solely at EQC's discretion. Approved NSW full-before-start, unused-training-after-start and lower-exit-qualification refund protections remain. Three included assessment attempts per unit remain included.

EQC only enrolls students aged 18 or older, with no under-18 exceptions. This is our admission rule, separate from government funding eligibility.

A. Your details and requested support

Full name and student ID (if known)

Email / phone and preferred contact method

Course name / code and relevant unit or assessment

What are you requesting? Support, payment plan, deferral, withdrawal, refund or other

Relevant dates, deadlines and requested start/end dates of any break

Deferral limits depend on the applicable policy and program; there is no universal six-month cap under this form. An adjustment or payment request is not automatically a withdrawal. Tell us clearly if you intend to withdraw.

B. Circumstances, evidence and declaration

Explain timing and impact on your study, with relevant evidence if available. A diagnosis is not required in every case. If evidence is unavailable, tell us what you can provide and when. We discuss reasonable alternatives and information needed for the particular decision.

Circumstances, timing and effect on study (attach more pages if needed)

Evidence attached / to follow, and any privacy or access needs

For a separate VSL special-circumstances re-credit request, identify units and census dates. Explain how circumstances were beyond your control, did not fully affect you until on/after census day and made completion impracticable. Ordinarily apply within 12 months of census day; deferral and extension provisions may apply. We explain the applicable process and review rights.

VSL units / census dates and relevant additional explanation, if applicable

I confirm the information is accurate to the best of my knowledge. This request does not waive my statutory, contractual or review rights. Assistance completing the form is permitted.

Applicant name / signature and date (typed name accepted for this request)

Submit to team@equinimcollege.com. We use relevant information for your request and lawful obligations, with access limited to those who need it. Ask about a confidential route. See the Privacy Policy. We give the outcome, reasons, any calculation and review options in writing.

C. EQC use - attach decision record as needed

Received / allocated to / evidence follow-up / outcome and reasons / notice and review details

Read related policies at technologycourses.com.au/policies-procedures.