LINCOLN INSTITUTE OF HIGHER EDUCATION

SPECIAL CONSIDERTION APPLICATION FORM

Before applying, please ensure that you have read and understood the Assessment and Special Consideration Policy and Procedures.pdf

IMPORTANT NOTES – Special Consideration (LIHE)

Eligibility	Students may apply when serious, unexpected circumstances beyond their control affect their ability to complete an assessment on time or to the best of their ability.
Deadline	All applications for special considerations shall be submitted **no later than 3 days** after the assessment due date.
Reasons	Valid reasons include illness, medical emergencies, bereavement, trauma, hardship, or unexpected critical incidents.
Request Type	Special Consideration – for unexpected circumstances affecting your studies, especially *after* the due date.
Evidence	• Medical certificate (in English, with dates), or • Psychologist/psychiatrist report (diagnosis, treatment plan, prognosis). • Applications without evidence cannot be processed. • Explicit or inappropriate photos will not be accepted.
Document Verification	All provided official documents will be verified with the issuing authority. Where fraudulent documents are provided, the request may be rejected, and sanctions may be applied as outlined in the Student Code of Conduct.
Submission	• Complete the official LIHE Application Form. • Attach approved evidence. • Email your completed application to: support@lincolnau.nsw.edu.au • Only applications sent through the official form will be accepted (no verbal or email-only requests).
Processing Time	Applications are processed within 7 working days once fully completed with correct evidence.
Outcome	You will receive the decision by email. If approved, adjustments may include: • Extension or resubmission • Supplementary assessment • Alternative arrangements • Re-weighting of smaller assessments • Authorised late withdrawal If not satisfied with the outcome, you may appeal within 7 days of receiving the decision.

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Section 1: Student Details

First Name		Last Name	
Student ID		Course Code	
Mobile		Email	

Section 2: Request Details

Reason		Subject Code	
Assessment No		Semester	
Assessment Due Date		Request Type	
Detailed Statement (please provide detailed description of your situation)			

Section 3: Student Declaration and Acknowledgment:

I acknowledge:	☐ My request will only be approved if it meets the institution's policy requirements. ☐ I have **attached the Supporting documents** for the reasons mentioned above		
Student Signature:		Date:	

Please return the completed form along with any necessary documents to:
LIHE Student Services
Lincoln Institute of Higher Education
Email: **support@lincolnau.nsw.edu.au**
Phone: +61 2 9072 9950

For Office Use Only:

- **Reviewed by Student Services:** ☐ Application Completed ☐ Evidence Attached
- Comments, if any: _____
- **Assessed by Course Coordinator:** ☐ Approved ☐ Not Approved
- Comments/Instructions, if any: _____
- Signature of Academic Manager: _____Date: _____