

Special circumstances form

Please complete ALL areas of this form. This form can be completed digitally (except signature) or neatly with blue or black pen. The completed form will then be assessed by Redcliffe Aero Club (RTO no.40971) Chief Flight Instructor (CFI) and/or RTO Coordinator (RC) to determine if you have met the special circumstances Government criteria.

Special Circumstances criteria

The Government has outlined that the below circumstances are considered "special circumstances"

- the Student's withdrawal or failure to complete are beyond their control, and
- these circumstances did not make their full impact on the student until on, or after the census date; and
- these circumstances were such that it was impractical for the Student to complete the requirements for the Unit.

The Government has outlined that the below circumstances are not considered "special circumstances" Special circumstances do not include:

lack of knowledge or understanding of requirements for VET Student loans; or

Places print clearly and neatly your full logal name exactly as it appears on your identity decumentation

• Student's incapacity to repay a VET Student loan debt (repayments are income contingent and the Student can apply to the Australian Taxation Office for a deferral of a compulsory repayment in certain circumstances).

Personal Details

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Given Name:	Middle name:	, , , , , , , , , , , , , , , , , , , ,		
(First name)	(Second name)			
Surname:	Additional name:			
(Last name)	(Maiden name)			
Date of Birth:	Gender: Female	☐ Male	□Other	
Home Phone:	Mobile Phone:			
Email:	1			
Residential Address:				
Suburb / town:	Suburb / town: State / Territory:			
Postal Address: As Above or write address				
Course information				
Which course are you interested in enrolling in ? Please ti	ck v			
☐ AVI50415 Diploma of Aviation (Instrument Rating)				
\square AVI50215 Diploma of Aviation (Commercial Pilot Lice	ence - Aeroplane)			
☐ AVI50516 Diploma of Aviation (Flight Instructor)				
What was your enrolment date?				
What was your withdrawal date?				

RTO Number: 40971 The Redcliffe Aero Club
1 Wirraway Drive, Kippa Ring, QLD, Australia, 4021
F00027_Student Special Circumstances Form.V2

(Applications should be completed with 12 months of withdraw date.)

ABN: 74009 819 792 Office: (61 7) 3203 1777 Email: info@redcliffeaeroclub.com.au

Created 20.03.2018 Source: RTO Coordinator



The student must provide supporting documentation outlining their special circumstances including which category they fall under. This should be one (1) of the following categories:

- Medical reasons.
- Family/personal reasons.
- Employment-related reasons.
- Course-related reasons.

Special Circumstances supporting documentation

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Medical Documentation		п.,
e.g. Doctor letter, Specialist letter, hospital letter, surgical documentation, Psychologist letter	☐ Yes	∐ No
Family/ personal reasons		
e.g. Police documentation, Legal documentation, Court / Custody documentation,	☐ Yes	∐ No
Employment – related reasons		п.,
e.g. unable to obtain a ASIC card, previous Aviation licence cancellations	□ Yes	∐ No
(criminal history, drug or alcohol related)		
Course-related reasons		п
e.g. unable to meet CASA / Aviation related issues	☐ Yes	⊔ No

Students must provide the original or JP Certified documentation as part of their application for special circumstance consideration.

The documentation must clearly indicate the following:

- The level of impact of the special circumstances.
- What the special circumstances were.
- When they occurred.
- How long the condition/event lasted, including dates and duration.

Special Circumstances explanation

In your own words please describe the incident that occurred outlining the above points:			
	The Redcliffe Aero Club	ABN: 74009 819 792	Office: (61 7) 3203 1777

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		THE REDCLIFFE AERO CLUB
	tative will be in contact with you to clarify add nces application has been deemed successful	
Student name:	Student signature:	Date:
Stadent name.	State of Signature of	
Parent/ Guardian Signature: (if applicable)	Parent/ Guardian Signature:	Date:
‡ If under the age of 18 years of age o	at the time of giving consent, then the consent	t of their guardian is required.
Witness Name:	Witness Signature:	Date:
Enrolment form - Office Use only	<u>":</u>	
Chief Flight Instructor (CFI) notes	;;	
RTO Coordinator (RC) notes:		

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