



**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
- 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**

Please print clearly and neatly, your full legal name exactly as it appears on your identity documentation

Given Name: (First name)	Middle name: (Second name)
Surname: (Last name)	Additional name: (Maiden name)
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Home Phone:	Mobile Phone:
Email:	
Residential Address:	
Suburb / town:	State / Territory:
Postal Address: As Above or write address	

**Course information**

Which course are you interested in enrolling in ? Please tick ✓

<input type="checkbox"/> AVI50415 Diploma of Aviation (Instrument Rating)
<input type="checkbox"/> AVI50215 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)
<input type="checkbox"/> AVI50516 Diploma of Aviation (Flight Instructor)
What was your enrolment dates? _____
What was your withdrawal date? (Applications should be completed with 12 months of withdraw date.) _____

The student must provide supporting documentation outlining their special circumstances including which category they fall



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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

I have included the below documentation as evidence of special circumstances

Medical Documentation e.g. Doctor letter, Specialist letter, hospital letter, surgical documentation, Psychologist letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family/ personal reasons e.g. Police documentation, Legal documentation, Court / Custody documentation,	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment – related reasons e.g. unable to obtain a ASIC card, previous Aviation licence cancellations (criminal history, drug or alcohol related)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course-related reasons e.g. unable to meet CASA / Aviation related issues	<input type="checkbox"/> Yes <input type="checkbox"/> 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:

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A Redcliffe Aero Club (RAC) representative will be in contact with you to clarify additional information if needed to make a determination your special circumstances application has been deemed successful.

Student name:	Student signature:	Date:
Parent/ Guardian Signature: (if applicable)	Parent/ Guardian Signature:	Date:

*# If under the age of 18 years of age at the time of giving consent, then the consent of their guardian is required.*

Witness Name:	Witness Signature:	Date:
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<p><u>Enrolment form - Office Use only:</u></p> <p>Chief Flight Instructor (CFI) notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>RTO Coordinator (RC) notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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