

Final Exam Deferral / Sickness Claim

Applications for Deferred Exam(s) must be submitted within 3 days of final exam

For your application for Deferred Exam to be assessed you must:

1. Complete the form below
2. Attach supporting documentary evidence
3. Submit the application form and documents to Student and Academic Services Team: justask@ecc.edu.au

Personal Details			
Student ID:			Date of Claim:
First Name(s):		Family Name:	
Mobile / Phone:		Email:	

List unit(s) for which you are seeking a deferred exam(s)			
Unit Code	Unit Title	Program (e.g. Dip Commerce)	Exam Date

Grounds for your application: (please tick box)

<input type="checkbox"/>	Medical reasons
<input type="checkbox"/>	Compassionate grounds
<input type="checkbox"/>	Trauma
<input type="checkbox"/>	Other (please specify)

All applications must be accompanied by supporting documentation

Please attach relevant supporting documentation (e.g. Medical Certificate, Health Care Professional Certificate, Police Report etc.)

Additional information, please describe details below and attach appropriate evidence.

- Approval for Deferred Final Exam is not automatic – each application will be individually assessed.
- All applicants will be advised of the outcome of this application as quickly as possible. It is the responsibility of each applicant to check emails and/or contact ECC Welcome Centre **daily** to determine if his or her application is successful.
- If successful, it is **the applicant's responsibility to check the time, date and location** of the Deferred Final Exam. No further exams will be arranged until the end of the new trimester.
- If this unit(s) is your final unit required for graduation, the delay caused by this Final Exam may result in ECU's refusal to accept you if you fail to meet their cut-off date for enrolment
- Students who sit Deferred Final Exams are required to **re-enrol and pay fees before the start of the new trimester/semester**. If there are any adjustments to be made, fees can be amended or refunded as required.

I have read and understood the conditions of this application.

Student signature: _____ Date: ____/____/____

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INFORMATION FOR STUDENTS

1. Deferred final exams are conducted at the discretion of ECC and only as a consequence of serious illness or personal circumstances that have the potential to impinge significantly on final exam performance.
2. Applications for deferred final exams must be received with supporting documentation (medical certificates etc) no later than 72 hours after the date of the final exam. The fact that you make an application does not guarantee approval.

Where a medical certificate is submitted, it must be a medical certificate from a registered practicing doctor (as defined under the *Medical Act 1894*) or a hospital certificate.

3. Deferred final exam approvals are not automatic. All applications are referred to the Academic Board of Examiners and applicants will be notified by email as quickly as possible.
4. Deferred final exams are held on Thursday/Friday after exam week to ensure that graduating students can finalise their results in time for ECU enrolment dates.

IMPORTANT NOTE:

If this is your final unit(s) required for graduation, delays caused by this Deferred Final Exam may result in ECU's refusal to accept you, if you fail to meet their closing date for enrolment.

ECC takes no responsibility if ECU (or your ongoing Institution) refuses to enrol you because you failed to notify them of pending results.

For information, please contact ECC Student and Academic Services