

## Eligibility for Exceptional Circumstances Consideration

Applications for exceptional circumstances may be considered where due to these circumstances, the student is unable to meet the eligibility requirements. Support will only apply to the week/s in which a student is affected.

### Exceptional circumstances categories

- **Disability:** where the circumstances of an applicant with a disability are such that they are unable to meet the eligibility requirements of the CPP
- **Health and Medical:** where an applicant's medical condition is such that they are unable to meet the eligibility requirements of the CPP
- **Acute personal or family life event:** where an applicant is experiencing significant personal or family impacts on themselves or someone who has a significant relationship to them. An applicant may apply under more than one exceptional circumstances category.

### Exceptional circumstances can be:

- **Episodic:** where an applicant does not meet the CPP eligibility criteria because they are affected temporarily, uncommonly, irregularly or unusually (e.g. they or someone who has a significant relationship to them were sick during the fourweek evidentiary period and that meant they did not meet the need to work eligibility requirement).
- **Ongoing:** where an applicant does not meet the CPP eligibility criteria due to an ongoing issue (e.g. they are a student with disability). These circumstances are typically long-standing and may predate the CPP evidentiary period but are considered exceptional where they continue to present a barrier to eligibility and are outside the student's control.

## Exclusions for the purpose of seeking Exceptional Circumstances

The following categories of students are not eligible to apply under exceptional circumstances:

- Non-domestic students
- A student not enrolled in a CSP
- A student undertaking a placement where the course design requires fewer than 30 hours (on average) per week
- A student whose inability to meet work or placement requirements is due to personal decisions not related to health, disability, cultural obligations, or unforeseen circumstances
- A student who is unable to demonstrate that exceptional circumstances apply through relevant supporting documentation
- A student enrolled in a discipline not currently approved under the program
- Ongoing general care for a minor for whom you hold parental or guardianship responsibilities

**Circumstances that could be considered under this provision could include:**

The student requires reasonable adjustments for work or study (this would be evidenced by an individual education plan or medical documentation). As a result, they are unable to participate in mandatory placements, averaging greater than 30-hours per week and/or meet the need to work test.

The student is unable to meet the need to work test due to circumstances beyond their control. This could include where illness, disability, or temporary caring responsibilities has resulted in a student not being able to work more than 15 hours per week on average during their normal study, despite ordinarily relying on paid employment, of less than \$1,500 per week (before tax) during the same period.

The student is in receipt of an Australian Government ISP or worked more than 15 hours per week but is unable to provide documentation as evidence due to circumstances beyond the student's control, such as natural disaster.

**Process for consideration of exceptional circumstances**

A student must submit an application for exceptional circumstances (using the standard application form), including supporting documentation, to Charles Sturt University. The application should include sufficient detail to assess the grounds for exceptional circumstances and be accompanied by relevant supporting evidence (e.g. medical certificates, statutory declarations, individual education plan).

**IN SUMMARY:****Exceptional Circumstances can be considered for:**

- Disability
- Health & Medical (of themselves or someone who has significant relationship to them)
- Acute personal or family life event
- Episodic in nature
- Ongoing in nature

**Applicants Must:**

- Provide evidence (unless unable to due to circumstances outside their control eg. natural disaster)