



SYDNEY FILM SCHOOL

Name	Compassionate & Compelling Circumstances		
What is the purpose of this policy?	To define compassionate or compelling circumstances that may affect applicants or students at Sydney Film School (SFS).		
Version	#2	Next review	July 2017
What law applies?	The National Code 2007 (ESOS): Standard 13. The RTO Standards 2015: Standard 6		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Applicants Students	Director of Education	

Policy

Compassionate or compelling circumstances are generally those beyond the control of the student and which are likely to have an impact upon the student's course progress or wellbeing and could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student will be unable to attend classes;
- death or illness of close family members such as parents or grandparents (where possible, a doctor's or death certificate should be provided);
- major political upheaval or natural disaster in the student's home country and this has impacted, or will impact, on the student's studies;
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime;
- and this has impacted on the student (these cases should be supported by police or psychologist's reports);
- where SFS was unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

Procedure

For procedure see *Complaints and Appeals policy*

Version Control

Approved by	Version #	Date
Policy and Procedure Committee	1	11 March 2015
Policy and Procedure Committee	2	26 April 2016