



MIECAT Extenuating Circumstances Guidelines

At MIECAT, we understand that students may experience unexpected or serious life events that can affect their ability to engage with their studies. These guidelines outline how we define extenuating circumstances, when they apply, and what documentation may be required.

When Do Extenuating Circumstances Apply?

You may be asked to apply under extenuating circumstances if you are requesting:

- An assessment extension of more than one week
- Consideration for class attendance or participation
- A second deferral or extending a deferral
- A change to your class allocation

These requests must demonstrate that something outside your control has impacted your ability to meet academic expectations or participate as scheduled.

What Are Extenuating Circumstances?

Extenuating circumstances are defined as events or conditions that are sudden, serious, and beyond your control — and which prevent you from meeting study-related obligations.

Examples of extenuating circumstances:

- Illness, injury or mental health conditions
- Changes to your employment
- Death or serious illness in the family
- Caring responsibilities
- Legal obligations (e.g. court appearance, jury duty)
- Trauma, crisis or misadventure
- Being a victim of crime
- Technical issues

Circumstances which are not eligible:

- public transport and traffic delays
- predictable emotions such as nervousness and stress associated with assessments
- personal events such as birthdays, weddings; event bookings; holidays or travel plans
- minor ailments or illness where you are still capable of completing assessments
- misreading or misunderstanding your timetable or unit related dates
- information and communications technology problems – except where they could not have been prevented, avoided or the effects minimised by reasonable diligence on your part

Supporting Documentation

Supporting documentation should clearly outline or evidence how your circumstances impacted your ability to:

- Meet a deadline
- Attend a class or placement
- Continue with your study in a planned timeframe

Appropriate documentation could include:

- A statutory declaration (if no other documentation is available)
- A self-certifying written statement explaining your circumstances
- A medical certificate or letter from a health professional
- A police report
- A death certificate or funeral notice
- A letter from your religious leader
- A letter from your employer

Requirements for supporting documents:

- Do not submit photographs, audio files or videos with content that may be considered distressing or graphic.
- You are not required to provide certified copies of documents during the initial application process, scanned copies are sufficient.



If you're unsure what to submit, please contact the [Student Services Team](#).

Confidentiality and Use of Your Information

- MIECAT treats all documentation and personal information with care and in accordance with our Privacy Policy.
- You are not required to share medical diagnoses or detailed personal histories — only enough context to support your application. Information will only be viewed by relevant staff involved in the approval process.