

Attendance Variation Application

Approved grounds, example scenarios and supporting documentation

Disclaimer: Providing supporting documentation aligned with the grounds and reasons listed in this document does not guarantee approval. The University reserves the right to make the final decision on all applications, and additional factors may be taken into account during the assessment process.

Grounds:	Example(s):	Types of supporting documentation:
Compassionate circumstances	<ul style="list-style-type: none"> You experience a death of a close family member or death of someone close, but outside your immediate family. You experience, or witness or are supporting someone who has experienced, a serious, reportable situation such as being the victim of domestic violence, crime or other police matter. You have a family breakdown; divorce or separation that has occurred recently. 	<ul style="list-style-type: none"> Bereavement: Official documentation that corroborates the request, showing dates of impact: funeral notice; Order of Service; public announcement. Trauma or Police Matters: Official documentation that corroborates the nature of the event, showing dates of: statement from government agency or support service; Police report number; letter from legal representation; Statements from witnesses or community members corroborating the event. Family Breakdown or Separation: Records of attended counselling sessions; Proof of membership in support groups or organisations.
Health	<ul style="list-style-type: none"> You have a health matter, including: mental and physical illness; injury; hospitalisation. Someone close to you, such as a family member or partner has experienced a health matter, which requires caring responsibilities. 	<ul style="list-style-type: none"> Personal Health Matters: Medical certificate, from a registered medical practitioner (medical doctor, GP or specialist) including practitioner contact details, provider number, signature, patient name, date of examination and date(s) of impact; Hospital Discharge Certificate showing impacted dates; copies of health insurance claims related to the illness or injury. Support for Others Health Needs: Letters from disability support services outlining the impact; Documentation from rehabilitation centres or therapists detailing treatment plans. COVID-19 of Infection Disease Evidence: Date-stamped photograph of a positive Rapid Antigen Test (RAT).
Rendering genuine and unforeseen emergency service in a professional or voluntary capacity or rendering any service (including undertaking training) in the Defence Reserves.	<ul style="list-style-type: none"> You are providing voluntary service in the SES and are required to attend a natural disaster or other event. You are providing service in the Defence Force and are required to attend a national or state emergency, military deployment or compulsory training. 	<ul style="list-style-type: none"> SES Service: Statement signed by an authorised officer from the SES to validate the date(s) of the commitment; Recent certificates or awards recognising service; Logs or records of deployments or emergency service. Defence Force: Statement signed by an authorised officer from the Defence Force to validate the date(s) of the commitment; Recent certificates or awards recognising service; Recent certificates from completed training programs; Logs or records of deployments or compulsory training.
Selection in state, national or international sporting or performance events	<ul style="list-style-type: none"> You have been selected to represent at State, national or international sporting event and the training and travel requirements related to this obligation. 	<ul style="list-style-type: none"> Selection and Representation: Statement signed by an authorised officer from the appropriate sporting organisation to validate the date(s) of the commitment. Competition Evidence: Official results or standings from competitions that identify the student; Articles or media coverage of the event that identify the athlete. Training and Travel Requirements: Documentation from sporting organisation outlining mandatory training sessions, travel dates, or event participation requirements. Religious attendance: Statement signed by an authorised officer of the appropriate religious or faith-based organisation, which validates the date(s) of the commitment. Cultural commitments: Endorsements from religious leaders or elders; Programs or brochures from cultural or community events attended.
Significant religious observances, celebrations or events	<ul style="list-style-type: none"> You are required to attend a religious ceremony or event. You have obligatory cultural commitments, including Sorry Day or caring for country (Aboriginal and Torres Strait Islanders students). 	
Unforeseen personal event	<ul style="list-style-type: none"> You or someone close to you has experienced, a natural disaster, such as bush fires, lockdowns or flooding. You have a sudden change in domestic arrangements, such as eviction or homelessness. You or someone close to you has experienced a sudden and serious accident. You are experiencing financial hardship which must relate to a sudden and short-term change in financial circumstances. (<i>General budgeting challenges or the impact of placement on income or work hours, are not considered financial hardship.</i>) 	<ul style="list-style-type: none"> Natural disasters: Statement from government agency or support service; copy of public record (e.g. weather report); media coverage from a recognised media outlet. Domestic changes: Eviction notice; written correspondence from landlord; statement from government agency or support service. Accident: Statement from government agency or support service; police report number. Financial hardship: Centrelink statement; payslips or employment letter; letter from Financial Counsellor; debt notice; letter from support service or caseworker; medical bills or other essential expenses; bank statement (only when provided alongside other evidence to demonstrate financial circumstances).

NB: Where official documentation is unavailable, you may submit a [Statutory Declaration](#) to explain the nature of your circumstance, including how it impacted you and the specific date(s) of impact. However, this can only be used as supplementary evidence and should not serve as the sole supporting document.