



# Special consideration for professional level exams application form

You can apply for special consideration any time during the semester prior to the closing date.

In order to be considered for special consideration, you will need to:

- submit the application form and supporting documents to CPA Australia before the application closing date of:
  - 14 May 2012 for Semester 1
  - 5 November 2012 for Semester 2
- plan to attend or have attended the exam(s). If exceptional circumstances have prevented you from attending the exam, please contact your [divisional office](#) immediately to discuss your specific situation. Please do not use this form to apply for a deferral.

Please print clearly or complete electronically and print. Please ensure you sign the form.

*Please note:* Applications **must** include supporting documentation as evidence of your claims (except for exam incident issues). If you are applying for special consideration because of illness, please complete the Medical certificate to support special consideration for exams application form.

## A. Your details

CPA Australia membership number:

Title: Mr  Ms  Miss  Mrs  Other

Family name:

Given name(s):

Preferred mailing address: Private  Work  This is a change of address: Yes  No

*Important:* If you are enrolled in a professional level segment and have not received your study materials, changing your address could significantly delay the delivery of your study materials. Additional charges may apply for replacement study materials.

Business name:   
*(if applicable)*

Address:

Suburb/City:  State/Province/Region:

Postcode/ZIP:  Country:

Phone:  Fax:

Preferred email address:

## B. Select segment for special consideration

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Advanced Audit and Assurance | <input type="checkbox"/> Financial Reporting            | <input type="checkbox"/> Singapore Taxation              |
| <input type="checkbox"/> Advanced Taxation            | <input type="checkbox"/> Financial Risk Management      | <input type="checkbox"/> Strategic Management Accounting |
| <input type="checkbox"/> Contemporary Business Issues | <input type="checkbox"/> Global Strategy and Leadership |  |
| <input type="checkbox"/> Ethics and Governance        | <input type="checkbox"/> Malaysia Taxation              |  |

## C. Reason for application

Please tick the reason for your application:

- |  |  |
|--|--|
| <input type="checkbox"/> Medical condition | <input type="checkbox"/> Exam incident*                  |
| <input type="checkbox"/> Personal hardship | <input type="checkbox"/> Late receipt of study materials |

\* If applying on the basis of an exam incident, please indicate the exam date and venue:

### C. Reason for application (Cont.)

Explain the reason for your application. To assess the impact on your exam preparation and/or performance, it is important that you explain in detail how you believe your studies and/or exam performance have been affected. Attach additional pages if required.

### D. Supporting documentation

Please ensure you include documentation to support your claim along with your application. If supporting documentation is not received by CPA Australia by the application closing date, your application will not be processed. Below are some suggestions for supporting documentation:

- Medical certificate to support special consideration for exams application form—must clearly state:
  - the condition suffered
  - dates and severity of the illness
  - how your exam preparation and/or performance were affected.
- Letter from your employer or someone not related to you by birth or marriage—must:
  - state the dates of the personal hardship
  - explain how your exam preparation and/or performance were affected
  - specify how the author of the letter knows you (e.g. manager, colleague or doctor of your ill relative) and contain contact details for the author of the letter.
- Evidence of late delivery of study materials (e.g. consignment note or email correspondence between Deakin University and/or CPA Australia and yourself).
- Any other supporting documentation that you feel will help your claim.

How many pages of supporting documentation are attached?

### E. Agreement

I have read the Special consideration for professional level exams information, the Application instructions and the Privacy Statement in the *CPA Program Guide—professional level* and request special consideration for the above segment exam(s).

Signature  Date   /   /

If you do not want to receive information about our Member Benefits+ partners and their products and services please tick this box.

**Scan and email:** [ma.comms@cpaaustralia.com.au](mailto:ma.comms@cpaaustralia.com.au)

or

**Fax to:** Australia: 1300 78 76 73 / Outside Australia: +61 3 9606 9844  
(Please retain fax transmission report as proof of transmission.)

or

**Mail to:** Member Administration  
CPA Australia  
GPO Box 2820  
Melbourne, Victoria 3001  
AUSTRALIA