

# EXCEPTIONAL CIRCUMSTANCES APPLICATION FOR ADMISSION TO 200-LEVEL LAWS COURSES

## 1. THE APPLICATION PROCESS

The criteria for entry into 200-level LAWS courses are set out in detail on the Law Faculty's website:

<https://www.wgtn.ac.nz/students/study/enrolment/limited-entry/law>

Although those criteria are the primary basis for admission, students may seek admission into 200-level LAWS courses on the basis of exceptional circumstances that make the application of these criteria inappropriate to them.

*NOTE: Applicants must still have passed all prerequisite courses. The Exceptional Circumstances process does not override that requirement. It operates where prerequisite courses have been passed, but the criteria for entry into 200-level LAWS (attaining the required 100-level LAWS grade point average have not been achieved.*

Examples of “**Exceptional circumstances**” are –

- serious illness or accident
- difficulties in family or personal relationships (including bereavement)
- economic or social hardship

These are one-off events (ie not ongoing issues) and have affected the applicant's preparation for or performance in one or more of their university courses. (Ongoing issues may be addressed by other means offered by the University, for example through the assistance offered by Disability Services, aegrotat applications, etc.)

If you wish to seek admission under exceptional circumstances, you must complete this application form, and return it to Student & Academic Services ([lucy.keyzers@vuw.ac.nz](mailto:lucy.keyzers@vuw.ac.nz)). **NB** Transferring students must submit an up-to-date academic transcript with their application.

Applications close on **1 December**. **No applications will be considered prior to this date or accepted after this date.**

The Panel will endeavour to make decisions on all applications by early December, and will notify applicants as soon as possible after a decision has been made. Applicants will be notified by email.

There are up to 10 places available for admission under **exceptional circumstances**. The Faculty is not required to fill any or all of those places, but in any event cannot fill more than 10.

When completing your application, please include details which you feel indicate your ability to successfully complete the courses in which you enrol. You need to attach appropriate documentation.

## 2. APPLICANT'S DETAILS

(PLEASE PRINT IN BLACK INK)

NAME .....

ID NUMBER .....

Mobile.....

Email Address .....

### EXCEPTIONAL CIRCUMSTANCES

In writing out your exceptional circumstances, please address the following questions (write overleaf if necessary, or attach a separate sheet (or sheets) of paper to this application):

- *What are the exceptional circumstances on which your application is based?*

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- *How did those circumstances adversely affect your academic performance?*

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- ***In what ways and to what extent do you expect those difficulties to affect your studies in the coming year?***

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- ***What plans do you have to minimise disruption, and to facilitate successful completion of your courses, should your application for entry be successful?***

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**REQUIRED DOCUMENTATION**  
***(See Part 4 below)***

Please indicate what documents you have attached in support of your application (*medical certificate, ACC report, report from counsellor etc*)

**Please make sure that you attach those documents to this application.**

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**Signed.....Date.....**

### 3. CRITICAL DATES

**1 December:** ***Final date*** for applications for admission under **exceptional circumstances**. This is also the final date for enrolment applications – you should enrol on-line by this date. Applications may be submitted at any time between 1 October and 1 December, but the Panel will not consider any of them until *all* have been received.

**Early December:** The Panel meets to consider applications and will notify applicants as soon as possible after that date.

### 4. REQUIRED DOCUMENTATION

Examples of “**Exceptional circumstances**” are –

- serious illness or accident
- difficulties in family or personal relationships (including bereavement)
- economic hardship

– which have affected the applicant’s preparation for or performance in one or more of their university courses.

Applicants must attach the appropriate documentation to support their application.

If applying under **serious illness or accident**, detailed medical certificates or ACC reports would be appropriate. If the medical certificate or ACC report does not contain sufficient detail for the Panel to make a decision, the Panel may ask you for further information, or may seek your permission to contact the relevant health authority for further information.

If applying under **difficulties in family or personal relationships**, the appropriate documentation is unpredictable. The applicant’s own explanation will always be the starting point, but the application will carry more weight if that explanation can be supported independently (eg by a letter from a family GP, or by a report from a counsellor). If applying for admission on the basis of **bereavement**, a copy of the certificate of death or a copy of the death notice placed in a newspaper, accompanied by a note indicating the relationship between the applicant and the deceased, will suffice.

If applying under **economic hardship**, again the appropriate documentation is unpredictable. Again, the applicant’s own explanation will always be the starting point, but the application will carry more weight if that explanation can be supported independently.

### 5. CHECKLIST

- ☐ Have you applied to enrol in 200-level LAWS courses?
- ☐ Have you completed and signed section 1 giving your name, ID number and contact details, and details of your exceptional circumstances?
- ☐ Have you attached all required documentation?
- ☐ If you are transferring from elsewhere, have you included an up-to-date academic transcript?

*Please note: the Exceptional Circumstances decisions of the Panel are final. Unsuccessful applicants are welcome to contact the Manager, Student & Academic Services, if they wish to know the reasons for their application having failed. However, any such contact should not be seen as an appeal process.*