



# Disruption to Studies Notification Form

POSTGRADUATE COURSEWORK UNITS

THIS FORM IS FOR MACQUARIE APPLIED FINANCE CENTRE STUDENT USE ONLY

## 1. IMPORTANT PLEASE READ

1. For policy on Disruption to Studies please refer to MAFC Program Rules and Procedures at <http://www.mafcstudents.mq.edu.au/>
2. If approved you will be required to sit a supplementary exam at the time nominated by the Program Director and you will need to make yourself available for this exam.
3. Submission of this form and supporting evidence must be made **no later than five (5) working days** of the assessment task or due date to [studentexams@mafcmq.edu.au](mailto:studentexams@mafcmq.edu.au). For details on the type of supporting evidence visit: [http://www.mq.edu.au/policy/docs/disruption\\_studies/schedule\\_evidence.html](http://www.mq.edu.au/policy/docs/disruption_studies/schedule_evidence.html)
4. Students' must retain all original documents for the duration of a **six (6) month period** from submission and must supply original documents to the University within **ten (10) working days** of such a request being made.
5. For privacy statement, please refer to: <http://www.mq.edu.au/privacy/privacy.html>

## 2. PERSONAL DETAILS OF STUDENT

Student number:	Family Name:	Other Names:

## 3. UNITS FOR WHICH CONSIDERATION IS SOUGHT

Unit Code	Unit Name	Assessment Task	Assessment Date

## 4. STUDENT DECLARATION

- I have attached the required supporting evidence.
- I understand that I may be asked to present the original hard copies of my documentation to the Applied Finance Centre or to Campus Wellbeing.
- I understand the provision of incorrect information may result in disciplinary action taken against me.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_