

## Special Needs Reasonable Adjustment Application Form

Students who have a more long-term or permanent disability or impairment, which may have an impact on their studies, can apply for reasonable adjustment by completing and submitting this form at the time of application for study at Hawthorn-Melbourne, or, as soon as the condition is diagnosed to ensure that reasonable adjustments can be agreed within required timeframes.

Submit the completed form to: [StudentServices@hawthornenglish.vic.edu.au](mailto:StudentServices@hawthornenglish.vic.edu.au)

Name:	Date of birth (dd/mm/yyyy):
Student ID (if already provided to you):	Mobile number:
Email:	Course:

Address:

**Grounds for Reasonable Adjustment:**

**Evidence Provided (a detailed report from a doctor or medical specialist is required):**

**Adjustments sought:**

**Declaration: (Please  Yes or No)**

Yes  No - I declare that the information provided in this application is accurate.

Yes  No - I have read and I understand the information about the reasonable adjustment process as outlined in the [Supporting Students with Special Needs Policy and Procedure for Students](#).

Yes  No - I also acknowledge that, in order for this application to proceed, aspects of my personal information will need to be shared with relevant staff at Hawthorn-Melbourne.

Signature: ..... Date: .....

**Outcome - For internal use only:**

**Special Needs Reasonable Adjustment Application**

Date application received	:	.....
Principal Recommendation	:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Director of Studies Recommendation	:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reasons for decision: Approve / Decline:		
.....  Comments and outcome as agreed by Director of Studies/Principal  .....		
<b>Brief diary entry generated in SMS (BECAS)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Outcome communicated to student &amp; diary entry generated in SMS (BECAS)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>(Where applicable) Communicated to Academic staff by:</b>		
Principal	:	<input type="checkbox"/> Yes
Director of Studies	:	<input type="checkbox"/> Yes
Details of academic staff notified and the reason for the notification.		
Date: .....	Staff name:	.....
Date: .....	Staff name:	.....
Date: .....	Staff name:	.....
Date: .....	Staff name:	.....
Reason for notifying staff:		
.....		
<b>Changed circumstances advised by student:</b>		
Date:		
.....		
Details of changed information:		
.....		