



Supporting students with
Special Needs
Policy and Procedure
for Students

Supporting Students with Special Needs

Hawthorn-Melbourne is committed to helping students succeed in their English studies and adopts an inclusive approach to enrolling and accommodating students with special needs or who may require study adjustments to participate in their learning.

Definitions

Hawthorn-Melbourne recognises there are a number of situations that may require study adjustments to be made. The purpose of this document is to provide guidance to students in the following situation:

- **Special Needs:** A restriction on participating in and/or benefitting in educational and other services at Hawthorn-Melbourne experienced by students who have a disability, impairment or long-term medical condition.
- **Reasonable Adjustment** means an adjustment made to minimise disadvantages to study that may be experienced by students with Special Needs. Reasonable Adjustments can include, but are not limited to, the physical environment, teaching delivery and format, assessments and utilisation of assistance equipment.

Students who experience sudden and/or unexpected change in circumstances with a short-term impact on studies, may be eligible for [Special Consideration](#).

Overview - Students with Special Needs

- Students with Special Needs who require a Reasonable Adjustment in order to study at Hawthorn-Melbourne are encouraged to provide details of their circumstances to Hawthorn-Melbourne at the earliest opportunity.

Please note: There is no obligation for a student to disclose any Special Needs, however, failure to disclose any Special Needs that pose an imminent risk to safety or affect their ability to meet the requirements of the course may result in the cancellation of a student's enrolment.
- The outcome of the Special Needs Reasonable Adjustment application will be confirmed in writing to the applicant. An acceptance, may be conditional, and will outline what reasonable adjustments will be made by Hawthorn-Melbourne
- Hawthorn-Melbourne reserves the right to decline a request for Reasonable Adjustment where there are limitations with either facilities, equipment, level of expertise or support systems in place and in consideration of Hawthorn-Melbourne's broader duty of care for all students and staff.
- The decision to accept or decline an application is the responsibility of the Principal, Hawthorn-Melbourne.
- In the event that some adjustments could result in a cost to the student, the student will be informed of all such costs in order to make an informed decision about pursuing an enrolment with Hawthorn-Melbourne.

Procedure - Students with Special Needs

1. Apply for a Reasonable Adjustment
 - **For new student applications:**
Complete the Special Needs section of the [Hawthorn-Melbourne Course Application form](#). If required, further details and supporting documentation may be sought through the [Special Needs Reasonable Adjustment Application form](#).
 - **For students already studying at Hawthorn-Melbourne:**
Complete the [Special Needs Reasonable Adjustment Application form](#)
Submit the completed application to StudentServices@hawthornenglish.vic.edu.au or, if on campus, make an appointment with the Student Services Coordinator.

2. Review of Reasonable Adjustment Application

- a. A meeting may be arranged with the student and the Principal or Director of Studies to discuss the application. This may be face-to-face for current students or via zoom for offshore students.
- b. Additional supporting documentation may be requested as a result of this meeting.

3. Response to an application for Reasonable Adjustment

- a. The outcome of the application for reasonable adjustment will be provided to the student in writing within five (5) working days of the application being received.
- b. Where appropriate and in accordance with considerations regarding privacy, the Principal or Director of Studies may communicate a student’s specific needs in relation to learning and assessment to relevant academics or administrative staff for assessment or support.
- c. Students who are dissatisfied with the outcome of a reasonable adjustment application may appeal this decision in accordance with the [Complaints and Appeals Process for Overseas Students](#).

Related Documents

Document Name	Web-link Location
Special Needs Reasonable Adjustment Application form	Special Needs Reasonable Adjustment Application form
Course Application Form	Online Application Application Form (Interactive)
Conditions of Enrolment	Conditions of Enrolment - Other terms
Complaints and Appeals Process – Overseas Students	Complaints and Appeals Process - Overseas Students
Complaints and Appeals form	Complaints and Appeals form
Special Consideration Policy and Procedure for Students	Special Consideration Policy and Procedure for Students
Special Consideration Application form	Special Consideration Application form