

# Supporting students with Special Needs Policy and Procedure

## 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:** 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](#).

We ask you to voluntarily provide us with information relating to any conditions that may have an impact on your studies or associated activities with us or where special arrangements may be required. The condition can be physical (e.g. disability or allergies), mental (e.g. taking medication for depression) and/or learning (e.g. dyslexia). This will help us to identify reasonable adjustments that can be made to support you, if required.

You may choose to not provide information regarding any condition that may impact your studies or associated activities with us without consequence, however, doing this will impact our ability to identify reasonable adjustments to support you. If you later choose to change your wellbeing and medical consent, this may impact our ability to continue to process your application or your offer to study with us, however we will inform you if this is the case. If you have any questions on this, please contact

[privacy@navitas.com](mailto:privacy@navitas.com)

### 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 Specials 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](mailto:StudentServices@hawthornenglish.vic.edu.au) or, if on campus, make an appointment with the Student Services Manager.
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.
  - 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	<a href="#">Special Needs Reasonable Adjustment Application form</a>
Course Application Form	<a href="#">Online Application Application Form (Interactive)</a>
Conditions of Enrolment	<a href="#">Conditions of Enrolment - Other terms</a>
Complaints and Appeals Process – Overseas Students	<a href="#">Complaints and Appeals Process - Overseas Students</a>
Complaints Form	<a href="#">Complaints Form</a>
Appeals Form	<a href="#">Appeals Form</a>
Special Consideration Policy and Procedure for Students	<a href="#">Special Consideration Policy and Procedure for Students</a>
Special Consideration Application form	<a href="#">Special Consideration Application form</a>