Hawthorn Melbourne

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: <u>StudentServices@hawthornenglish.vic.edu.au</u>

Personal Details

| 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 (Must be completed for application to be considered) (Please 🛛 Yes or No)

| \Box Yes \Box No - I declare that the information provided in this application is accurate. |
|---|
| \Box Yes \Box No - I have read and I understand the information about the reasonable adjustment process as |
| outlined in the <u>Supporting Students with Special Needs Policy and Procedure for</u> |
| 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: |

Part of the Navitas Group

Hawthorn Learning Pty Ltd

navitas

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CRICOS provider code: 02931G ABN 50 124 208 171

Hawthorn Melbourne

Outcome - For internal use only:

Special Needs Reasonable Adjustment Application

| Date application received : | | |
|---|--|--|
| | | |
| Principal Recommendation : Approved: 🗆 Yes 🗆 No | | |
| Director of Studies Recommendation : Approved: Yes No | | |
| Reasons for decision: Approve / Decline: | | |
| | | |
| | | |
| Comments and outcome as agreed by Director of Studies/Principal | | |
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| | | |
| | | |
| Brief diary entry generated in SMS (BECAS) | | |
| | | |
| Outcome communicated to student & diary entry generated in SMS (BECAS) | | |
| □ Yes □ No | | |
| (Where applicable) Communicated to Academic staff by: | | |
| Principal : UYes | | |
| | | |
| Director of Studies : | | |
| Details of academic staff notified and the reason for the notification. | | |
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| Details of academic staff notified and the reason for the notification. | | |
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