

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

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)

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:

