

Request for Reasonable Adjustment Form

Important Information

This form applies to students seeking reasonable adjustment as a result of identified disabilities and should be read in conjunction with the following policies:

- Reasonable Adjustment for Students with Disability Policy
- Misconduct Policy
- Grievance & Appeals Policy

All college policies referenced in this document can be found in the Student Handbook and which can be downloaded from the Student Resources section of the college website.

Please note this form does not cover students who require assistance with language, literacy or numeracy support. If you need academic support with your studies, please contact your Head of Faculty or the Library Manager who can discuss options.

The Application Process

At enrolment students who identify as having a disability are required to complete this 'Request for Reasonable Adjustment Form'

At enrolment, a student wishing to seek reasonable adjustment must submit this 'Request for Reasonable Adjustment Form', which can be downloaded from the Student Resources page of the college website. The form must be completed in full and attach relevant supporting documentation about the nature of the disability and the support required, including:

- the nature of the disability and how it affects the student's ability to participate in the course
- the student's preferred adjustment and the benefit(s) of making the adjustment
- the cost of the adjustment if known or relevant

Medical certificates from a medical professional or letters of support from health professionals cannot be from a family member.

The Registrar will only consider an application complete and eligible for assessment when all sections have been filled-in, the form signed and the required supporting documentation attached. Incomplete application forms will not be accepted.

Lodging the Application Form

You can lodge your completed application (including supporting documentation) to the Registrar by one of the following means:

In person: At any Collarts Campus

By email: registrar@collarts.edu.au

All applications for reasonable adjustment must be genuine and made with good intent. Submitting an application for reasonable adjustment to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

Collarts will sign and return this front instructional sheet as proof of submission. It is recommended you take a copy of your completed application for your records. Collarts is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

Assessment & Notification of Outcome

On receipt of a completed application, the Office of the Registrar will forward all documentation to the Head of Faculty for assessment in accordance with the college *Provision of Reasonable Adjustment for Students with Disability Policy* and any associated policies. A decision on any adjustment(s) will be made as a result of a consultative process according to the nature of the disability.

Each student will be interviewed by their Head of Faculty and advice may be sought from professionals as to the nature of any adjustment required.

Collarts may need to seek expert advice from government agencies, support organisations or medical authorities to confirm that the stated disability warrants reasonable adjustment and determine the nature of the adjustment to be made.

In all cases, Collarts will provide a written notification advising the decision and outcome of all requests for reasonable adjustment. Where a request is denied, the student will also be advised of the reasons for the decision and their right to appeal.


The student will be notified of the outcome of their request for Reasonable Adjustment within five working days of the consultation meeting with the student. The Head of Faculty will then meet with relevant Faculty Staff including Pastoral Carers and College Counsellor to brief them on the recommended approach.

If the request is denied, the student will be issued a letter advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college *Grievance & Appeals Policy*.

The application, assessment decision and outcomes will be saved to the student file for record.

Privacy Statement

Collarts is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in MyCollarts.

LODGEMENT RECEIPT	
received by Collarts as a complete application for assessment	
Collarts: 	Date: Name:
Student Number: 	

Please retain this copy as proof your application was submitted

Request for Reasonable Adjustment

This form applies to students requesting reasonable adjustment as a result of identified disabilities

Personal Details

Collarts Student Number:

Address:

Family Name:

Given Name(s):

Collarts Email Address:

Date of Birth (dd/mm/yyyy):

Title:

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

Contact Telephone Number:

Collarts Course Details

The Collarts course in which you are currently enrolled:

Details of & Reasons for Reasonable Adjustment

What is the nature of your disability? How does it affect your ability to participate in your course? (Please be specific and attach any additional pages required)

If reasonable adjustment is granted, what are your preferred adjustments and how will these adjustments benefit your studies?

Student Declaration


Have you attached supporting documentation (*your application will not be accepted until at least one of these documents is attached*):

Medical certificate or letter of support from a medical professional social worker, lawyer or psychologist, who is not a family member
Statutory declaration from relevant persons to the circumstances

I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and at the **Provision of Reasonable Adjustment for Students with Disability Policy** as published in the Student Handbook.



Date Signed (dd/mm/yyyy):

OFFICE USE ONLY:		
<input type="checkbox"/> Date application given to Head of Faculty:		<input type="checkbox"/> Consultation Interview Booked for (date) :
<input type="checkbox"/> Consultation Notes:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Agreed Adjustments	
	<input type="checkbox"/> Denied (list reason below)	
	<input type="checkbox"/> Written Notification to Applicant:	
	<input type="checkbox"/> Consultation with Faculty Staff:	
	<input type="checkbox"/> Documentation filed to Student Records	<input type="checkbox"/> Notes to Student Management System
Staff Name:	<div></div>	Date Signed: (dd/mm/yyyy):