

Reasonable adjustments made be made to ensure that all students can equitably participate and succeed in their course of study. This form is to be completed by a student who is requesting a reasonable adjustment to their study requirements. This could include but is not limited to, accessibility needs or attendance requirements, adjustment to learning materials and the delivery or assessment process and submission timeframe.

Reasonable adjustment will be reviewed by ASA and will be considered on the grounds of protected attributes to ensure equitable opportunities for all students. Protected attributes can be found under section 4. Definitions within the [Reasonable Adjustment Policy and Procedure](#)

Failure to provide true and correct supporting documentation and complete the required fields of this form may result in your application being delayed or refused.

Please return completed form and supporting documentation to info@asahe.edu.au

Please refer to the Reasonable Adjustment Policy and Procedure. Your application will be assessed based on the timeline outlined within the procedure, (10) ten working days.

Section 1: Personal Information

Student ID		Student Name	
Course			

Section 2: Timeframe of adjustment required

To support assessment of the adjustment required, please outline the timeframe in which you are requesting the adjustment to be made.

Study period or individual subject

☐ Study Period – all enrolled subjects			
Quarter		Year	
☐ Single subject			
Quarter		Year	
Subject Code			

Ongoing

Start Date		End Date	
☐ Full Course Duration			

Section 3: Nature of adjustment required

Changes to study/campus or accessibility requirements

If the information provided does not fit in the above box, please attach the details in a separate document

Changes to assessment dates or format

If the information provided does not fit in the above box, please attach the details in a separate document

Change to learning materials

If the information provided does not fit in the above box, please attach the details in a separate document

Section 5: Supporting Documentation

Supporting documents provided should clearly support the desired adjustment being requested. It should provide clear guidance about how the circumstances impact the student and indicate specific arrangements that will best support the student.

- | | |
|---|---|
| ☐ Medical Certificate/Report | ☐ Letter from professional |
| ☐ Statutory Declaration | ☐ Notice from relevant government agency |
| ☐ Counsellor of Psychologist evaluation/
recommendation | ☐ Other – Please enter details below |

If the information provided does not fit in the above box, please attach the details in a separate document

Section 6: Student Declaration

- ☐ I declare that, to the best of my knowledge, the information provided in this application form and all attachments is true and correct.
- ☐ I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application
- ☐ I have read and understood the Reasonable Adjustment Policy and Procedure

Student Signature

Date