

REASONABLE ADJUSTMENT APPLICATION FORM



Complete this form in BLOCK LETTERS.

PERSONAL DETAILS

Family name:	<input type="text"/>
Given name(s):	<input type="text"/>
Student ID Number:	<input type="text"/>
Date of Birth:	<input type="text"/>
Email Address:	<input type="text"/>
Contact Number:	<input type="text"/>
Current Address:	<input type="text"/>
Course of Study:	<input type="text"/>

REASONABLE ADJUSTMENT SOUGHT

Outline the circumstances which are affecting you and the nature of the learning need for which you are seeking reasonable adjustment.

Attach relevant documentary evidence to support your application, for example, documentation from a registered medical practitioner or counsellor who cannot be a family relative.

STUDENT DECLARATION

I understand that the submission of an application for Reasonable Adjustment does not automatically mean it will be approved. I understand that material provided by me to Analytics Institute of Australia will be kept confidential and private but may be used to contact medical practitioners or other relevant parties to verify the authenticity of supporting documentation provided in my application.

Student Signature: Date:

FOR OFFICE USE ONLY

Form received Date: Received by:

Recommended outcome (please tick): Approve Decline

Recommendation from Dean of Students *(if recommending decline, state reasons why)*

Dean of Students Signature Date:

Registrar endorses decision? Yes No

(If not, please provide reasons for outcome)

Signature Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.