



## Reasonable Adjustment Application Form

### For flexi-study students

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (wk): \_\_\_\_\_ Phone (mob): \_\_\_\_\_

Subject: \_\_\_\_\_

Course: \_\_\_\_\_

### What is Reasonable Adjustment?

Reasonable adjustment is an adjustment for students with special needs. It is available for students with a condition or special need existing at the time of their initial enrolment. It is provided for a student with a specific learning need, which, if not met, might impact on their ability to study or to complete assessment.

Reasonable adjustment may include (but is not limited to): the use of adaptive technology; educational support; alternative methods of assessment; individual conditions of assessment; enlarged print materials; scribes; or additional time in the examination period. For further information refer to the Assessment Policy in the Study Information section of the Kaplan Professional website.

### Assessment for which Reasonable Adjustment is sought:

Assignment  Examination  Presentation

Date of assessment: \_\_\_\_\_

Please outline the circumstances which are affecting you and your requirements. Outline the nature of the learning need for which you are seeking reasonable adjustment and your requirements e.g. extended time to complete an exam because of a broken wrist. Please attach a medical certificate or other documentary evidence to support your application.

I understand that the submission of an application for Reasonable Adjustment does not automatically mean it will be approved. I give Kaplan Professional permission to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

**Office Use Only**

Date application received by Kaplan Professional \_\_\_\_\_

Date application received by Reasonable Adjustment Officer \_\_\_\_\_

Date of decision \_\_\_\_\_

Date applicant notified of outcome \_\_\_\_\_

Student record updated

Application filed

**1. Outcome recommendation** - to be completed by Reasonable Adjustment Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name (please print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**2. Outcome verification** - to be completed by Delegated Sector Manager:

\_\_\_\_\_  
\_\_\_\_\_

Name (please print): \_\_\_\_\_  
Job title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Where to send your application**

**Financial Services Students**

Kaplan Professional  
Attention: Special Consideration Officer  
GPO Box 9995  
SYDNEY NSW 2001  
Fax: 1300 137 802

**Real Estate Students**

Kaplan Professional  
Attn: Special Consideration Officer  
GPO Box 9995  
BRISBANE QLD 4001  
Fax: 1300 360 834