

Higher Education Reasonable Adjustment Form

www.kaplanprofessional.edu.au

Personal information			
Student ID:			
First name:		Last name:	
Email:			
Telephone:	(W):	(H):	(M):
Subject:			
Qualification:			
What is Reasonable Adjustment?			
<p>Reasonable adjustment is an adjustment made for students with a condition or special need existing at the time of their initial enrolment. Reasonable adjustments are made to ensure that students are not presented with artificial barriers to demonstrating achievement in their studies.</p> <p>For further information refer to the Assessment Policy on the website. Reasonable adjustment may include (but not be limited to):</p> <ul style="list-style-type: none"> • Extending or modifying timeframes for assessments. • The use of adaptive technology or equipment. • Alternative methods of assessment. • Individual conditions of assessment. • Providing accessible learning formats. • Provision of a scribe. 			
Please outline your requirements			
<p>In the below section please ensure you:</p> <ul style="list-style-type: none"> • Outline the circumstances which affect your ability to successfully complete your qualification and/or subject. • Outline the nature of the condition for which you seek reasonable adjustment and your requirements. • Please attach a medical certificate or other documentary evidence to support your application. 			
<p>PRIVACY — We recommend that you read Kaplan's Privacy Policy published on the Kaplan Professional website.</p>			
Student Declaration			
<p>I understand that the submission of an application for Reasonable Adjustment and supporting documentation does not automatically mean it will be approved. I give Kaplan Professional permission to contact medical practitioners or other relevant parties to verify the authenticity of the supporting documentation I have provided in my application.</p>			
Signed (Student):			Date:

email to studentadviser@kaplan.edu.au

mail to Kaplan Professional, Level 12, 45 Clarence Street, Sydney, NSW 2000

Application Assistance Contact a Student Experience Adviser on 1300 135 798 (option 1) (+612 8248 7611).