

STUDENT ACCESS FORM

AFTRS is committed to ensuring students have safe and accessible environments and conditions for study, creativity, and growth. As per **Section 5** in the Student Handbook, AFTRS is committed to providing students living with disability, chronic illness, or medical condition/s whether permanent, temporary, episodic, or fluctuating access to support.

Students can make a disclosure in person at the Student Centre or via this Student Access form at any time while studying. As soon as a student makes contact Student Centre can provide information on what support is available. There is a certain level of disclosure needed if you are seeking reasonable adjustments.

Please complete this Student Access Form and along with supporting documentation submit via email to studentinfo@aftrs.edu.au. Once all documentation has been received by the Student Centre a Student Engagement Manager will be in contact to arrange a meeting. In this meeting support options such as Learning Access Plan can be discussed. A Learning Access Plan is a co-developed document providing details of reasonable adjustments that support students with a disability and/or medical condition in their course. This is in accordance with requirements of the Disability Discrimination Act (1992) and Disability Standards of Education (2005).

1. STUDENT DETAILS

Name:		Student No:	
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Course:	
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2. STUDENT ACCESS INFORMATION

Please provide in the box below details of your access needs, disability, chronic, or medical condition and their impact on your study:

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Please provide in the box below what support / reasonable adjustments you are requesting or have been recommended by your medical practitioner. For example, extended time to complete an assessment task.

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Please provide medical certificate/s, a completed AFTRS Health Practitioner Statement, or other documentary evidence to support your application. Refer to the [Student Handbook](#) for guidelines regarding medical certification.

If a Learning Access Plan is developed the Student Centre will share the plan confidentially with your teaching staff and other relevant staff who support you during your studies. You will have the opportunity to discuss sharing and confidentiality with a Student Engagement Manager.

4. STUDENT DECLARATION

I declare the information I have submitted in this application is true, correct and not misleading. I understand giving false or misleading information may also be an offence under the Criminal Code. For that reason, AFTRS may not process this application or vary or reverse any decision concerning this application. [I authorise AFTRS to contact any person or organisation within the supporting documents provided for the purpose of verifying the information they contain.]

SIGNED:

DATE:

5. PRIVACY INFORMATION

AFTRS requires the information you give in this application and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#), which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

OFFICE USE ONLY

6. RECOMMENDATION AND APPROVAL

Application received in the Student Centre:

Date:

Application complete with all required documents:

Date:

Meeting with Student Engagement Manager:

Date:

Does the student require support services or reasonable adjustments to be made to their learning environment?

YES NO

If yes, provide details or develop a Learning Access Plan.

Has the student given permission for program staff or other relevant staff to be notified of any adjustments required?

YES NO

If yes, please specify.

Student Engagement Manager:

Recommended Not Recommended

Signature:

Date:

Head of Student Centre or delegate:

Approved Not Approved

Signature:

Date:

7. STUDENT CENTRE NOTES:



Australian Government

AFTRS