

This document outlines the reasonable adjustments that can be made to support students with a disability, or ongoing poor health in accordance with the Disability Discrimination Act (1992 Cth) and the Disability Standards for Education 2005.

Students are not required nor obliged to disclose a learning need; however, individual adjustments cannot be made without awareness of special requirements.

It is preferred that students seek reasonable adjustment before their assessment is due. Applications should be received no later than five business days after the assessment due date.

Individual reasonable adjustment

If granted, reasonable adjustment may include, but is not limited to:

- An extra allotment of time to complete the assessment
- Using a screen-reader to convert text to speech, in the learning material and assessments

Reasonable adjustment does not allow for moderating an exam to a competent result due to disability or poor health; each exam must be marked based on the answers submitted.

If reasonable adjustment is granted after a student has attempted an assessment and received a *not yet competent* result, the assessment does need to be attempted again. The student may receive a reduction in the re-enrolment fee (which is typically paid to cover the administrative cost of re-enrolling the student in the unit again, access to the study material and the assessments).

Applying for reasonable adjustment

If a student thinks they require reasonable adjustment, they are encouraged to disclose their disability or ongoing health condition as early as possible so that ANZIIF can make adjustments.

Students must submit a medical certificate along with an Application for Reasonable Adjustment to the Unit Leader – Student Support (ULSS) at studentsupport@anziif.com

Any disability or health condition disclosure will be treated confidentially in accordance with ANZIIF's [Privacy policy](#).

Students can expect to be notified of the outcome within three business days, via email.

Once an outcome is advised, students can choose to accept the suggested reasonable adjustment or to appeal the decision by following ANZIIF's [Complaints and Appeals Policy](#).

Application for Reasonable Adjustment

ANZIIF Master ID	First Name	Last Name
Email	Phone Contact	

I wish to seek reasonable adjustment for the following ANZIIF units

Unit Name	Unit Code	Study Period
Unit Name	Unit Code	Study Period

I have outlined my circumstances below and have attached a medical certificate.

Declaration

I declare that to the best of my knowledge the information supplied in this form is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer and that such withdrawal may take effect at any stage of the course, at the discretion of ANZIIF. I agree to abide by the Statutes, Rules and Regulations of ANZIIF.

I understand this application is subject to approval from ANZIIF. I give ANZIIF permission to verify my supporting documentation with medical professionals.

Signature	Date

Please return this completed application to ANZIIF – The Australian and New Zealand Institute of Insurance and Finance.
 Mail to: Suite 2, Level 2, 50 Lonsdale Street Melbourne VIC 3000 Australia
 Email: studentsupport@anziif.com