



THE TAX INSTITUTE

Reasonable adjustment for examinations Application form

Reasonable adjustment for examinations application form | WD

This form is to be completed by candidates when applying for reasonable adjustment to their exam conditions when their study is affected by ongoing illness or difficulty, physical, sensory or learning disability, a medical or mental health condition or other ongoing non-medical adversity.

For more information see the Candidate Handbook <https://www.taxinstitute.com.au/education/policies-and-forms>.

1 Candidate information

Member no.:

Title: Mr Mrs Miss Ms Other (please specify) Date of birth:

First name*: Last name:

2 Contact information

Company:

Position:

Address:

Suburb: State: Postcode:

Country:

Email:

Telephone: Mobile:

3 Subject details

Name of subject:

Exam date:

Exam location (City/State):

Subject details continue on next page

Subject details continued

Please choose grounds for reasonable adjustment application:

- I would like to apply for reasonable adjustment due to medical reasons
(Medical Certificate must be attached when submitting this form).

Please ensure your health care provider has provided the following information:

- Consultation date(s)
 Summary of condition including how it has impacted on the candidate's study and/or assessment performance
 Period the candidate has been or will be affected
 Specification of the reasonable adjustment requested
 How assessment of the candidate was obtained (information from candidate or assessment of candidate)
 Health care providers contact details and signature.

I would like to apply for reasonable adjustment due to other circumstances which were beyond my control:

- Specify what kind of reasonable adjustment is requested.

Please explain the reason for your application detailing the impact on your studies and/or exam performance. Application must be accompanied by relevant supporting evidence.

4 Candidate declaration

I confirm that I have read and accept The Tax Institute's education policies and procedures (see taxinstitute.com.au/education for policies).

I confirm that the information provided in the candidate declaration is true and correct and I agree to abide by the Institute's rule and regulations.

I hereby declare that the information in this application is true and correct. I authorise the investigation of all statements made by me with respect to this application.

Signature:

Date:

DD/MM/YYYY

Collection notice

The Tax Institute (TTI) complies with its obligations under the Privacy Act 1988 (Cth) with respect to how it handles personal information. TTI collects, uses, holds and discloses your personal information (including sensitive information, such as health information) for a range of purposes, such as administrative purposes relating to membership of TTI and TTI's courses (including assessment of eligibility and providing courses), compliance with Government and statutory requirements, provision of information relating to TTI's services and member benefits and to conduct market research. If you do not provide the personal information requested by TTI, it may not be able to provide its services to you, such as assessment of your course enrolment application. TTI does not disclose criminal record information to third parties. TTI usually discloses your personal information to entities such as your sponsoring employer (with respect to your course records and results), The Tax Practitioners Board, TTI's business partners for marketing purposes, IT companies and other companies who provide administrative and other services to TTI and government bodies, such as the Tertiary Education and Quality Standards Agency. TTI may disclose personal information to overseas recipients in countries such as the United States of America and India. For further information on how TTI collects, uses, holds and discloses personal information, please see its privacy policy at www.taxinstitute.com.au. The Privacy Policy also contains information on how to request access to or correction of your personal information and how to make a complaint about a breach of privacy. By submitting your application to TTI, you confirm that you have read TTI's Privacy Policy and you consent to your personal information being collected, used and held by TTI and disclosed to third parties as set out in this notice and in accordance with TTI's Privacy Policy. If you do not want your personal information to be used by TTI or disclosed to third parties, for the purpose of direct marketing, please contact us in writing at membership@taxinstitute.com.au.

TO APPLY

✉ Mail GPO Box 1694 Sydney, NSW 2001

☎ Call 1300 TAX EDU (1300 829 338)

@ Email taxeducation@taxinstitute.com.au