

Canterbury Institute of Management (CIM)

Reasonable Adjustment Application Form



I. Personal Details			
Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			
CIM Program of Study			
<p>Students with a debilitating medical condition or disability may request for reasonable adjustment to an assessment task by completing this form.</p> <p>Students must apply for reasonable adjustment in writing to their relevant Program Director at the earliest opportunity upon enrolment or as soon as their condition is diagnosed to ensure that reasonable adjustment can be made available within required time frame. For detailed information on the reasonable adjustment request please read the Assessment Policy and Procedure available on CIM website.</p>			
II. Grounds and Details for Reasonable Adjustment			
<p>The reasonable adjustment requested (specific details required):</p> 			
<p>The reason for the requested reasonable adjustment (specific details required):</p> 			
<p>Medical certificate to support reasonable adjustment application:</p> 			

III. Student Declaration

I declare that the information provided in this application is accurate. I have read and understand the information about the reasonable adjustment process as outlined in the Assessment Policy and Procedure.

Student Signature

Date

Official Use Only

Received By

Name

Signature

Date

Reviewed By

Name

Signature

Date

Reasonable Adjustment Decision:

Program Director
Signature

Date

Campus Director &
Dean Signature

Date