



REASONABLE ADJUSTMENT REQUEST FORM

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| Form | WEG-FRM-RA-001 | Standards | OS 2.4 — Standards for RTOs 2025 |
| Related Policy | WEG-POL-RAP-001 | Version | 1.0 |

Reasonable adjustment ensures students with a disability, learning difficulty or other need can access assessment on equal terms. Submit this form to request adjustments.

SECTION A — STUDENT DETAILS

| | |
|--------------------------|---------------------------|
| Full Legal Name * | Student ID / USI * |
| Email Address * | Course Enrolled In |

SECTION B — NATURE OF ADJUSTMENT REQUIRED

Describe your disability, medical condition or learning need (you may attach supporting documentation instead):

What adjustment(s) are you requesting? (e.g. extended time, alternate format, rest breaks)

SECTION C — SUPPORTING EVIDENCE

Medical certificate or specialist report attached

Previous adjustments documentation attached

No documentation — self-declaration (reasonable adjustment at WEG's discretion)

Under OS 2.4 of the Standards for RTOs 2025, WEG will provide reasonable adjustment where it does not compromise the integrity of the assessment. You will be notified of the outcome within 5 business days.

| | |
|-----------------------------|---------------|
| Signature * | Date * |
| RTO Manager Decision | Date |