

APPLICATION FOR LEARNING SUPPORT



This application form is to be completed by any JMC Academy Student. Applying for learning/disability support is completely voluntary. Students can apply at any time during their studies, but it is recommended doing so when they enrol in a course.

INSTRUCTIONS //

- Students are required to make themselves familiar with JMC Academy's Diversity, Equity and Inclusion Policy and Support and Intervention Strategy Policy and Procedure,
- Students are required to provide a medical certificate or supporting letter on the official letterhead from a treating health practitioner to support their application. This document will need to detail the required adjustments,
- Students are required to sign and date their application,
- Applications must be submitted to Campus Administration once completed. International students may submit their application for Learning/ Disability Support directly to International Services Administration,
- Students are required to complete all sections below using either a blue or black pen.

IMPORTANT INFORMATION //

JMC Academy aims to provide students with a disability or medical condition, reasonable adjustments to assist them in successfully completing their course.

JMC Academy will ensure that:

- *students are able to safely disclose what special requirements they may have to enable them to successfully undertake and/or continue with the course,*
- *reasonable steps are taken to provide a range of options to assist all students in undertaking learning and/or assessments, within the allowable limits of the accredited course structure, such as, but not limited to, academic and counselling support and special consideration,*
- *accessible learning environment is provided.*

All information provided as part of this support application is strictly confidential.

JMC Academy reserves the right to contact any authority/institution/person, not legally bound to confidentiality to verify provided information.

STUDENT DETAILS //

Student Name:

Student Number:

Email Address:

Phone Number:

ARE YOU AN INTERNATIONAL OR DOMESTIC STUDENT?

- Domestic
 International

CAMPUS

- Sydney
 Melbourne
 Brisbane

JMC ACADEMY COURSE YOU ARE STUDYING

- Animation
 Audio Engineering + Sound Production
 Digital Design
 Entertainment Business Management
 Master of Creative Industries
 Film and TV
 Game Design
 Music Performance
 Songwriting
 Certificate III in Screen + Media

IMPACT OF YOUR DISABILITY OR MEDICAL CONDITION //

Please describe how your disability/medical condition will impact your ability to study at JMC Academy. Please attach additional sheet/s of paper if required.

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REQUESTED AMENDMENTS //

Please detail requested amendments to the learning environment, assessment/exam formats, assessment/exam dates, learning materials or technology. Please attach additional sheet/s of paper if required.

Do you require a Personal Emergency Evacuation Plan? Yes No

DOCUMENTS SUBMITTED TO SUPPORT THE APPLICATION //

- Original certificate or letter on letterhead from a registered treating medical practitioner
- Original certificate or letter on letterhead from a registered health practitioner
- Certified Copy of the Pensioner Concession Card
- Other - please specify:

APPLICANT'S DECLARATION //

- I declare that the information I have provided on this application is true and correct.
- I give permission to JMC Academy to share information about the impact of my disability/condition on my studies with relevant staff to facilitate the review of this application.
- I have read and understood JMC Academy's *Academy Diversity, Equity and Inclusion Policy and Support and Intervention Strategy Policy and Procedure*.

STUDENT'S SIGNATURE:

DATE: / /

OFFICE USE ONLY //

Date application received:

Received by:

APPLICATION OUTCOMES // Agreed Amendments (To be completed by the Campus Manager or delegate)

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SIGNATORIES //

CAMPUS MANAGER

SIGNATURE:

DATE:

HEAD OF DEPARTMENT (IF REQUIRED)

SIGNATURE:

DATE:

DIRECTOR OF INTERNATIONAL SERVICES (INTERNATIONAL STUDENTS)

SIGNATURE:

DATE:

Student has been advised of the outcome of their application

Yes

No

Date: / /

Student's record has been updated

Yes

No

Date: / /