

Date:

Disability and Learning Access Unit (DLAU)
Federation University Australia

Dear

I am writing to you in relation to a student who has recently registered with the Disability and Learning Access Unit at Federation University Australia. As part of being able to provide appropriate reasonable adjustments in relation to academic support we will require the following information:

1. Name of the diagnosed disability/medical health condition
2. An indication of the disability/health condition being permanent (ongoing) or temporary (proposed timeframe)
3. The impact(s) that the disability/health condition has on tertiary studies. These may include, but are not limited to:
 - Clinical/field placements
 - Assignments
 - Presentations
 - Examinations and other assessments.
4. Strategies that can potentially reduce the impact of the disability/health condition. These may include, but are not limited to:
 - Extra working time in assessments/exams
 - Other examination adjustments
 - Flexibility in assessment deadlines
 - Adjustable furniture
 - Use of technology
 - In class note takers.
5. This information needs to be:
 - On a letterhead
 - Clearly state your qualifications/AHPRA registration
 - Include the current date.

Please either **email this letter** to

Or **send by mail to:** Attention

If you have any questions please contact

on

Kind Regards,