

# Course Administration Form



## Reasonable Adjustments Application Form

\*All fields must be completed

### Please complete in BLOCK CAPITALS

CLT International will make reasonable adjustments to meet the needs of delegates with a disability. In order to make an application for reasonable adjustments, all delegates are required to complete and return this form with accompanying medical evidence detailing the nature of the condition and how this should be managed in the examination.

#### 1. Personal Details

Title (e.g. Mr/Mrs/Miss/Ms):\*

CLTI Candidate No.:

First Name(s):\*

Email:\*

Last Name:\*

#### 2. Adjustments required:

Please indicate the title of the paper for which you are applying for reasonable adjustments\*:

Please use this space to detail the nature of the adjustments required in line with your supporting medical evidence.

Exam date:\*

Location:\*

#### 4. Declaration

- I have read and understood the CLT International Policy on Supporting Delegates with Disabilities
- I enclose a copy of a medical report that is no more than 2 years old
- I understand that this application must be made no later than 8 weeks prior to the examination date, and if made after this time, I understand it may not be possible for CLT International to put the necessary arrangements in place for the examination

Signature of candidate:

Date:

CLT International and STEP are committed to protecting the privacy and security of your personal information. By signing this document, you confirm that you have read, understood and agree to CLT International's Privacy Policy which describes how CLT International and STEP collect and use personal information about you in accordance with data protection law. Please visit [www.cltint.com/our-privacy-policy](http://www.cltint.com/our-privacy-policy) and [www.step.org/privacy-notice](http://www.step.org/privacy-notice) to find out more.

To return this form by Post:

CLT International, Fort Dunlop, 6th Floor, Fort Parkway, Birmingham B24 9FD

By Email: [cltinternational@centlaw.com](mailto:cltinternational@centlaw.com)