

# Reasonable Adjustment Applications

## Frequently Asked Questions

### 1. How do I access draft applications?

You can access draft applications via either:

- **Student profile:**  
Go to the **ADJUSTMENTS** tab → locate the current year application → click the **edit icon (pen and paper)**.
- **Correspondence:**  
From the **HOME** page, open the relevant correspondence/task → go to the **APPLICATION** tab → click **Resume Application**.

Both options will take you to the Reasonable Adjustments Application screen.

### 2. How do I cancel a draft application?

Open the draft application (via student profile or Correspondence), then:

- Click **Cancel Application** (bottom left).
- Select **OK** to confirm.

### 3. How do I make changes to or cancel a submitted application?

Submitted applications cannot be edited.

To request changes or cancellation:

- Use the **COMMUNICATION** tab within the current year's Reasonable Adjustment Application task.
- Submit your request to TASC staff.

### 4. Do I need to include previously approved permanent adjustments on an application for new or changed adjustments?

Yes. The current application must include **all conditions and adjustments**, including previously approved permanent ones.

- Use Start from Previous Application to pre-fill details.
- **No new evidence** is required for unchanged permanent adjustments.
- New evidence is required for:
  - new adjustments.
  - re-applying for non-permanent adjustments.

### 5. Why am I being prompted to provide a functional impact for previously approved permanent adjustments?

Some data (e.g. functional impact) could not be migrated into the new system.

You will **only be prompted to enter functional impact if you are submitting a new or amended application for the student**. You are not required to update existing approved applications.

For 2026 applications:

- Functional impact must be entered for **all adjustments included in the application**, including previously approved permanent adjustments.
- This does **not affect eligibility** unless adjustments are being changed.

This is a temporary requirement due to the new system.