Welcome to Health, Wellness and Accessibility Services. Niagara College endorses fair and equal access to education for students with disabilities. Our commitment to the provision of accommodation includes, when necessary, program/course accommodation, testing and other support services that will enable you to be successful while attending Niagara College.

Your counsellor will review how Accessibility Services can assist you during the course of your program. Please remember that you are more likely to be successful when we work together as partners!

Students requesting accommodation are encouraged to follow the accommodation procedure outlined below:

1. If you are an applicant, you are strongly encouraged to self-identify in the college admissions process. Where assistance is appropriate or necessary, it is recommended that students with disabilities contact the Accessibility Services Office well in advance of entering a new semester or program in order to avoid delays in the accommodation process.

2. If you are a student with a disability who is already enrolled in Niagara College, you may choose to seek out the supports of Accessibility Services on your own, or you may be referred by your program coordinator, faculty, academic advisors or counsellor.

3. When you are referred to Accessibility Services, an appointment is arranged for the initial interview, after which assessment of your restrictions and functional limitations is determined and/or confirmed.

4. It is your responsibility to provide necessary and sufficient documentation in order to substantiate the need for your requested accommodations. The Accessibility Services Office may request additional documentation for further understanding and/or clarification of your functional limitations and/or accommodation needs. If additional information is needed by the Accessibility Services Office, you will be asked to provide express and voluntary consent prior to Niagara College requesting such information from your health care practitioner.

5. You are not required to disclose your disability diagnosis to register for accessibility services and access accommodations and supports. A diagnosis will only be requested in rare circumstances (i.e. if your needs are complex or unclear and more information is needed, or where the information clearly relates to the accommodation being sought). You may also need to consent to providing a diagnosis if applying to certain federally or provincially-funded bursaries or grants and privately-funded external scholarships or financial awards.
6. Once you have substantiated your need for accommodation, and having regard to the essential program or course requirements, appropriate accommodations and referrals are determined according to the assessed nature of the limitations and/or restrictions and these accommodations are implemented from that point forward.

7. You may require accommodations on an **interim basis**, as appropriate, and for a reasonable period of time, pending receipt of medical documentation.

8. You may require **temporary accommodations** which will be arranged for the period of time that your disability and related limitations and/or restrictions are evident.

9. If you feel additional or different accommodations are required, you are required to book an appointment with Accessibility Services to discuss the potential support for any new accommodations. Additional documentation may be required to support any new accommodations.

10. Any requests for retroactive accommodations will be meaningfully considered by the Accessibility Services Office on a case-by-case basis.

11. You may choose not to provide consent to Accessibility Services to communicate information, on your behalf, about the nature, type and duration of your accommodations. In such cases, you assume the responsibility for establishing and communicating your accommodation needs directly, using the confirmed accommodation plan developed by Accessibility Services, with Niagara College faculty and other individuals who facilitate the implementation of the accommodations.

I understand that a Letter of Accommodation (LOA) will be created outlining agreed-upon academic accommodations that are based on the disability related documentation that I have provided to Niagara College. I have read and understand the above statements and procedures and agree to meet these expectations.

I hereby give permission to Health, Wellness and Accessibility Services to discuss with the staff, faculty, and administration of Niagara College information in my file which, in its discretion, is pertinent to my learning style and accommodation plan (i.e. Letter of Accommodation).

Student Name: ________________________________  Counsellor: ________________________________  
(Please Print)

Student Signature: ________________________________  Date: ________________________________