



RICHMOND
 THE AMERICAN INTERNATIONAL
UNIVERSITY
 IN LONDON

Office of the Registrar
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**Special Consideration for students with
 Special Educational Needs**

The University is legally obliged to provide reasonable accommodations for students with diagnosed and documented learning disabilities.

The Offices of Student Affairs and the Registrar aim to ensure that all students receive appropriate support and consideration. In order to do this, we encourage all students to self-identify and provide us with all the relevant information.

Please complete this form if you wish to inform the University that you have a diagnosed, documented learning disability. Please attach supporting documentation in the form of an educational psychologist’s assessment (or indicate that this assessment is to follow). This should be dated within the last two years, and include the full name and address of the assessor.

Students with learning disabilities may be entitled to special arrangements for mid-term and final examinations. In order to make the best arrangements according to the individual needs of the student, the University must be made aware of students’ needs in a timely manner. **This form MUST be submitted by the end of Add/Drop Week in order to be able to provide special arrangements for final exams.**

You will then be contacted by the Office of the Registrar.

Last name: _____

Richmond ID number: _____

First name: _____

Date of birth: _____

Please explain the nature of the disability: _____

Educational Psychologist’s report: Attached []

To follow []

Please note that all information is held in confidence by the Offices of Student Affairs and the Registrar. If students are entitled to extra time in examinations, or if other practical arrangements need to be made, faculty members are informed of these accommodations. However, neither they, nor other members of the class, are informed of the specific reasons for these accommodations.

If you have questions or concerns about this procedure, please contact the Office of Student Affairs.