



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

Student Affairs

Queens Road, Richmond, TW10 6JP, UK
Tel. +44 (0)20 8332 8(208) or (214) Email:
colesta@richmond.ac.uk or
katherine.lytle@richmond.ac.uk

Students with Additional Needs

Specific Learning Difficulties, Mental Health Conditions or Physical Disabilities

The University is legally obliged to provide reasonable adjustments for students with diagnosed and documented specific learning difficulties, mental health condition or physical disabilities. The office of Student Affairs, together with appropriate departments such as the Academic Registry, Residential Life and Property Services, will make sure that all students receive appropriate support and consideration in all areas at the University. In order to do this, all students are asked to let Student Affairs know about their needs at an early stage of their registration, and to provide us with all the necessary official documentation to allow us to put appropriate strategies in place as soon as possible.

Please complete this form if you want to let the University know that you have a diagnosed and documented specific learning difficulty, mental health condition or physical disability.

You must attach supporting documentation in the form of an educational psychologist's assessment or a doctor or consultant's letter or report (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/medical professional.

Students with additional needs may be entitled to special arrangements for mid-term and final examinations, and in the classroom. In order to make the best arrangements for your individual needs you must let the University know as soon as you can, and in any case **by the end of Add/Drop Week if you want to be able to benefit from special arrangements in your final exams.**

As soon as this form is received a member of the Student Affairs staff will contact you with more information.

Family name: _____ First name: _____

Richmond ID number _____ Date of birth: _____

Details of additional support needs:

Please tick the box(s) you feel most accurately represents your learning difficulty, condition or disability:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Specific Learning Difficulty – e.g. dyslexia, dyspraxia, ADHD etc. | <input type="checkbox"/> | | <input type="checkbox"/> |
| Blind or partially sighted | <input type="checkbox"/> | Deaf or hard of hearing | <input type="checkbox"/> |
| Wheelchair user | <input type="checkbox"/> | Mobility Difficulties | <input type="checkbox"/> |
| Need personal care | <input type="checkbox"/> | Mental Health Issue | <input type="checkbox"/> |
| Medical Condition | <input type="checkbox"/> | Asperger Syndrome/Autism | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Please give details of any learning difficulty, mental health condition or disability below (including diagnosis):

Evidence you will be providing of your condition below:

Educational Psychologist’s report: Attached () To follow ()

Doctor/Consultant’s report or letter: Attached () To follow ()

Other support needed:

I need adapted facilities in accommodation (applicants, please note that you must also outline your particular requirements on your accommodation application form)	
I need assistance with emergency evacuation <i>(Please state if you would need someone to help you get out of a building if there was a fire, or if you would have problems hearing a fire alarm)</i>	

Other: Please state	
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Returning this form:

- Scanned copies (must have been printed and signed first) can be sent to the Additional Needs Support Office to, Allison Cole-Stutz or Katherine Lytle at colesta@richmond.ac.uk or Katherine.lytle@richmond.ac.uk
- Posted copies can be sent to: **Additional Needs Support, Student Affairs, Taylor Library, Richmond the American International University in London, Queens Road, Richmond, TW10 6JP**
- You can bring the form to us in person to the above address (Mon-Fri 9am-5pm)

Please note if you are a UK citizen you may be entitled to a Disabled Student Allowance from the Government. Please check the link below to see if you qualify.

<https://www.gov.uk/disabled-students-allowances-dsas/overview>

All information relating to your specific learning difficulty, mental health condition or physical disability is held in confidence in the University's student records system, which has appropriate secure access protocols in place. If you are awarded extra time in examinations, or if other practical arrangements need to be made, faculty and staff members are informed about these so they can help you manage your study. If you have questions about the procedures please contact the Office of Student Affairs Allison Cole-Stutz, Dean of Students or Katherine Lytle, Student Affairs Coordinator