# Support services for disabled students

## Disability Support Form

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| Enter your name: |  |
| Enter your OU personal identifier: |  |
| Please give the name of your disability, health condition, mental health difficulty or specific learning difficulty here: | |

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| Please tell us how your disability affects you: | **Tick here** |
| **Sight** - you are blind or partially sighted. |  |
| **Hearing** - you will need to be able to communicate with your tutor and occasionally you may need to take part in face to face or online discussion groups. |  |
| **Mobility** - your mobility is restricted. |  |
| **Manual skills** - for example, this may include difficulty handling items such as books. |  |
| **Speech** - you have a speech impairment. |  |
| **Specific learning difficulty (such as dyslexia or dyspraxia).** |  |
| Please indicate if you have had a full assessment after the age of 16. If possible, send a copy of this assessment to your Student Support Team as soon as you can. If you are in the Open Programme and have not yet registered for a module, you may send the assessment once you are contacted by your support team. |  |
| Yes, I have been assessed for a specific learning difficulty |  |
| No, I have not been assessed for a specific learning difficulty |  |
| **Mental health** - you need support because of mental health issues. |  |
| **Fatigue (extreme tiredness) or pain** - you need support because of extreme tiredness or pain. |  |
| **Unseen disability** - for example, this may include diabetes, epilepsy or asthma. |  |
| **Autistic spectrum disorder** - you have Asperger's or another autistic spectrum condition. |  |

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| Please give us details of how your disability may affect your study: We know that everyone’s condition affects them in different ways, for example you may have difficulties with studying visual materials or hearing on the telephone or with your memory or concentration.  **Your module will have a website and most materials are studied online including podcasts and interactive teaching materials. Please give us details of any adjustment or support you might need so that you can study your module materials.** | |
|  | |
| **If you need a different module material format to study, please select the appropriate option(s)** | |
| Module materials | **Tick here** |
| Audio versions of printed materials |  |
| Transcripts of broadcasts and audio visual material |  |
| Comb-bound books (books with a spiral binding) |  |
| Electronic text of printed materials |  |
| Braille labels (to identify materials) |  |
| I am likely to need a different format |  |
| Your tutor is the first person to approach if you have any questions about your course or assignments. They will provide email and telephone support. You will send assignments to them and receive their feedback electronically.  **Please give us details of any adjustment or support you might need with any of the following: being able to contact your tutor; producing written assignments; accessing electronic feedback.** | |
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| Your group tutorials will mainly take place online but there may be a choice of face to face group tutorials or day schools at various venues. They will involve presentations where you will need to take notes in some form and group work including discussions.  **Please give us details of any adjustments or support you think you might need to attend a face to face tutorial or participate in an online tutorial. We’ll ask you about physical access to buildings later.** | |
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| **Please tell us about any other adjustment or support you might need because of the way your disability affects you in day to day life that might affect your study.** | |
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| We understand that everyone has difference individual circumstances, but if your course has face to face group tutorials and day schools we encourage you to go. | |
| If your course has face to face tutorials or day schools do you intend to go? | **Tick here** |
| Yes |  |
| No |  |
|  |  |
| **Please tell us your needs for access to buildings (locations vary so we can’t guarantee arrangements)** | **Tick here** |
| Parking very near (with blue badge) |  |
| Parking very near (no blue badge) |  |
| Wheelchair access |  |
| Level access (no steps) |  |
| Easy access (few steps) |  |
| Access without using a lift |  |
| Ground-floor room only |  |
| Room close to the entrance |  |
| Nearby toilet |  |
| Room with induction loop |  |
| **Do you want communication support (only applies if you are deaf)** |  |
| Yes |  |
| No |  |
|  |  |
| If you are not eligible for a DSA do you want to know about our equipment schemes |  |
| If you are eligible for a DSA do you want to know about small items of equipment we can loan you until your equipment from DSA is delivered |  |
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| Communication from the OU As part of general communication from the Open University you may receive some information and forms from us in standard print on paper.  Please let us know if you need an alternative to this for general communication, for example a specific font or electronic communication only. | |
| Yes, I need an alternative to standard print for other information |  |
| No, I don’t need an alternative to standard print for other information and forms |  |
| **Do you need advice about how your disability might affect your study before you choose your first module?** | |
| Yes |  |
| No |  |
| **Please tell us how much your disability will affect your study** | **Tick here** |
| Significant effect |  |
| Moderate effect |  |
| Little effect |  |

**Please check through your choices before you send the form to us.**

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| I understand that the information I have provided will be used in accordance with the OU Data Protection Policy [www.open.ac.uk/students/charter/essential-documents](http://www.open.ac.uk/students/charter/essential-documents/a-to-z#n287) | **Tick here** |

Date: …………………………………………………………………………………………………………………………………………………………

Please send your form and any documents to your student support team. Their contact details are in the Help Centre.