Disability Review
The King's University

Accommodation Website

Steps:

The Process of getting accommodations at King's starts after you have been accepted into your course:

- 1. Complete the <u>Request Form</u>. You then will be contacted by a member of the student support and accessibility office for an appointment.
- 2. Gather and submit any related supporting medical documentation. They have a chart to help if you are unsure what exactly you will need.
- 3. Once both documentation and request form is submitted, attend a meeting with one of their coordinator to discuss support services for you and possible funding
- 4. If accommodations require financial assistance, complete a student loan application. A SSAO coordinator can help you with this
- 5. Receive your letter of Accommodation after appointment
- 6. Deliver your letter of accommodation to each professor at the beginning of each semester and discuss your individual needs and accommodations with them.
- 7. Keep in touch with SSAO to ensure that accommodations are meeting your academic needs
- 8. Make a new appointment with SSAO at the beginning of each year as Accommodation Letters are not automatically updated and most be requested prior to the beginning of the start of each year at King's within 10 days of the first Class.

Accommodation Policy
Accommodation Procedures