

Confidential



**The Disability Service
Student Services**

Disclosure of a disability/additional requirement/medical condition to a member of staff by a University of Bolton student

Staff

Please give the introductory letter to the student and then complete this form with the student and sign either part **a or b**, depending on which statement applies.

Send completed form to the Disability Service, Student Services. You should give a copy of the completed form to your student and keep a copy for your own records.

Student Name _____

Student I.D No _____

Course _____ Year of Study 1st / 2nd / 3rd / 4th / 5th

Staff name _____

Part A

I have informed this member of staff that I have a previously undisclosed disability/additional requirement/medical condition and I would like to receive information on how my studies could be supported at the University of Bolton.

Signed _____ (Student) Date _____

Part B

I have informed this member of staff that I have a previously undisclosed disability/additional requirement/medical condition and I **do not** want the Disability Service to provide me with information on how my studies could be supported. If in time I do require help and advice, I will contact the Disability Service directly.

Signed _____ (Student) Date _____

Dear Student

You have been given this letter because you have told a member of staff about a disability, additional requirement or medical condition. The University of Bolton is committed to providing the best possible support for you and would like to provide you with information and guidance on how your studies can be supported. This could be support during lectures/tutorials, additional support to complete assignments or tailored exam arrangements.

It is up to you whether you want to receive this information. The member of staff that you have disclosed to cannot pass on information to the Disability Service without your permission. This is why you are going to be asked to sign the Disclosure Form. Anything you tell the Disability Advisor will be treated as confidential and will not be passed on to anyone else without your permission.

Kind regards

**The Disability Service
Student Services**

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