

## Higher Education Reasonable Adjustment Form

The London Institute of Banking & Finance wants to recognise your individual needs and is committed to making reasonable adjustments to enable you to participate fully in academic life. In order for us to assess your requirements, please complete the following information.

Requests and supporting evidence should be made at least eight weeks prior to the date when the adjustment will need to be in place. We may not be able to apply your adjustments if received after this deadline.

### YOUR DETAILS

LIBF number (if known) \_\_\_\_\_ Title (Mr/Mrs/Ms etc) \_\_\_\_\_

First name(s) / Given name(s) \_\_\_\_\_

Last name / Family name \_\_\_\_\_

Date of birth\* (DD/MM/YYYY) \_\_\_\_\_ Gender Male  Female

\*A date of birth is compulsory to activate your online account.

### CONTACT DETAILS

Email address\* \_\_\_\_\_

Please provide a telephone number we can use to contact you if necessary:

Telephone no. \_\_\_\_\_ Mobile no. (if different from Telephone no.) \_\_\_\_\_

\*Please note that having a valid email address is a compulsory requirement of study.

### ADDRESS DETAILS

Address \_\_\_\_\_

Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_

### PLEASE TICK THE BOXES THAT YOU FEEL BEST DESCRIBE YOU

- You have a social / communication impairment such as Aspergers syndrome
- You are blind or have a serious visual impairment
- You are deaf or have a serious hearing impairment
- You have a speech impairment
- You have a long standing illness or health condition such as cancer or epilepsy
- You have a mental health condition, such as depression or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or ADHD
- You have physical impairment or mobility issues
- You have a disability, impairment or medical condition that is not listed above

We require evidence from a medical professional that confirms your disability or condition eg Doctor's / Consultant's letter, Educational Psychologist or Specialist Teacher's Assessment report. Ensure your evidence is provided on official header paper and it is dated. It is beneficial if your evidence specifies the reasonable adjustment(s) required and for how long the reasonable adjustment(s) is needed for. Some evidence may need to have a recent date, but evidence within the last 5 years may be suitable for permanent conditions. If you are unsure what documents to provide please contact us for further advice. We may request further supporting evidence.

If you are applying for Disabled Students' Allowances (DSA) they may have other evidence requirements, speak to your Programme Team if you need help with this application.

Is this a permanent impairment? Yes  No

What date the impairment will end? \_\_\_\_\_

Please give any additional information below that you feel may be relevant:

## Requirements for Support

Listed below are various types of possible support available to students. Please indicate your requirements below:

Access to the physical environment for examinations	Tick
Assistance with evacuating a building quickly in an emergency	<input type="checkbox"/>
Assistance in opening heavy doors	<input type="checkbox"/>
Level access to buildings (via lift or ramp)	<input type="checkbox"/>
Ergonomic Furniture (including seating / desks)	<input type="checkbox"/>
Reserved area for wheelchair / mobility scooter	<input type="checkbox"/>
Easy access to bathroom facilities	<input type="checkbox"/>
Reserved seating near front / light source / window / exit	<input type="checkbox"/>
Loop / Infrared system for hearing aid	<input type="checkbox"/>
Examination arrangements	
Extra time	<input type="checkbox"/>
Use of a computer	<input type="checkbox"/>
A reader	<input type="checkbox"/>
A scribe to transcribe your answers	<input type="checkbox"/>
A separate room from the main examination room	<input type="checkbox"/>
Rest or nutrition breaks	<input type="checkbox"/>
Examination paper produced in an alternative format (eg large type face)	<input type="checkbox"/>
Please specify:	<input type="checkbox"/>
Lectures	
Learning materials required in advance	<input type="checkbox"/>
Learning material required in an alternative format, please provide details on what format you need (eg large type face)	<input type="checkbox"/>
<hr/>	
Loop / Infrared system for hearing aid	<input type="checkbox"/>
Permission to record lectures – own equipment to be supplied	<input type="checkbox"/>
By requesting permission to record you agree recordings will be for your own study purpose, not to upload or share them with others & to delete them after completion of the module.	
(Students can apply for a Disabled Students Allowance for a Specialist equipment allowance. Visit <a href="http://www.gov.uk">www.gov.uk</a> for further information.)	
Additional information	
If the support you require is not listed above, please provide details below so that your request may be considered.	

## YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim and make reasonable adjustments to your assessment where approved. We will share the information you have provided with appropriate members of staff and third parties where necessary to implement a reasonable adjustment. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** ([www.libf.ac.uk/privacy](http://www.libf.ac.uk/privacy)).

- Please tick the box if you give consent for your lecturers to be advised of all your specific educational needs/medical condition and reasonable adjustments so they can support you in your studies. Please note some reasonable adjustment information must be shared with appropriate lecturers to implement certain reasonable adjustments listed above.

## DECLARATION

- I declare that the information contained in this form is true and accurate.
- I confirm that by completing and submitting this form and associated evidence, I give consent to the processing and secure storing of the evidence provided.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry.

The reasonable adjustment(s) applied to your teaching experience and assessment mitigate disadvantage you may incur from educational needs/medical condition. Thus the marking policy will be fairly applied to your assessment(s) to ensure you have access to a learning experience comparable to that of your peers.

### Please send completed forms to:

**Full-time and Postgraduate  
Programme Team**  
The London Institute of Banking & Finance  
25 Lovat Lane,  
London,  
EC3R 8EB

**Email:** [reasonableadjustments@libf.ac.uk](mailto:reasonableadjustments@libf.ac.uk)

**Part-time Programme Team**  
The London Institute of Banking & Finance  
4-9 Burgate Lane  
Canterbury  
Kent  
CT1 2XJ

**Email:** [reasonableadjustments@libf.ac.uk](mailto:reasonableadjustments@libf.ac.uk)

**Apprenticeship Programme Team**  
**Email:** [reasonableadjustments@libf.ac.uk](mailto:reasonableadjustments@libf.ac.uk)