**Disability Liaison Service at Box Hill Institute**

To be eligible to register with the Disability Liaison Service at Box Hill Institute for support with your studies you must:

* be currently enrolled as a student at Box Hill Institute
* have a disability, mental health condition or medical condition that impacts on your studies
* provide supporting documentation from a relevant treating health professional such as a medical specialist, social worker, psychologist, psychiatrist, physiotherapist, occupational therapist, speech therapist, educational psychologist or general medical practitioner

The information provided will be treated as confidential and be used by the Disability Liaison Service to negotiate appropriate reasonable adjustments to be included in your Student Access Plan.

**Guidelines for the Letter or Report from Your Health Professional**

 The letter or report from your health professional should include:

* The name and nature of the disability and/or condition such as chronic illness/medical condition, diagnosed specific learning difficulty (SLD), mental health condition, intellectual disability, mobility, physical, neurological, sensory or other
* The duration of the disability and/or condition as permanent, ongoing or temporary
* The nature of the disability and/or condition as fluctuating, constant, improving, degenerating
* Details of the impact the disability and/or condition is likely to have on your learning such as reduced ability to concentrate, fatigue, chronic pain, non-attendance etc.
* Recommended support strategies and/or reasonable adjustments to minimise the impact of the disability/medical condition on your study for example: short extensions to assessment timelines, extra time and/or rest breaks in exams, reduced study load
* Health professional’s title, credentials and stamp
* Legible hand-writing or typed, dated and signed by your health professional

Please provide this documentation as soon as possible to avoid delays in processing your registration.

Disability Liaison Service

Box Hill Institute