

# Deaf and Disabled Support

Are you going to College or University?

The Deaf and Disabled Support Service can provide notetakers, sign language communicators, interpreters and support tutors for D/deaf and hard of hearing students studying in London.

We can also support students with visual impairments and physical disabilities.

## How to apply for support from City Lit

Deaf and Disabled Support has a team of tutors, communicators, notetakers and interpreters. They support Deaf, hard-of-hearing and disabled students in Colleges and Universities around London.

### Filling in the form

- Fill in the form and return it straight away. Places for support fill up quickly. Students who apply late will go on a waiting list.
- You can send us your form if you can't answer all the questions on the form.
- Ask someone to help you if you don't understand everything. This could be a friend or relative, or someone from your school, college or careers service.

### What happens next?

- When we get your form, we will send you a letter to say it has arrived.
- Later on, we may ask you to come to an interview. This is to help decide what support you might need. We can also answer questions about support.
- We will only ask you to come to interview once you have been offered a place on your course.
- We will send you a letter to say if we can support you on your course.
- You may be asked to come to an Induction Day here in July. Students who do not come will not get support. There will be another Induction Day in September for students who cannot come.

### Other things you can do

- Apply to the colleges where you want to study.
- Talk to a City Lit Support Tutor at one of our Advice and Information drop-in sessions, 2-3pm on Wednesdays (term-time only)
- Talk to your Careers Advisor.
- If you want to go to university, you must apply for Disabled Student's Allowance (DSA). You can get information about this from your Local Education Authority.

### How do I contact Deaf and Disabled Support?

In person or by post:

Deaf and Disabled Support  
City Lit  
Keeley Street  
London WC2B 4BA

Voice: 020 7492 2722

Fax: 020 7492 2743

Minicom: 020 7492 2746

Email: [dds@citylit.ac.uk](mailto:dds@citylit.ac.uk)

SMS: 07624 808501

# Deaf and Disabled Support

2008 - 2009

CONFIDENTIAL

Please attach passport photo here.



The centre for adult learning

## Application For Support At College Or University

STUDENT DETAILS (Please use BLOCK CAPITALS)	
Full name: _____	Date of birth: _____
Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other _____	Age at 1st September 2008 _____
Address (permanent): _____ _____ _____	Address (term time): _____ _____ _____
Postcode: _____	Postcode: _____
Tel: _____ <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Minicom	Tel: _____ <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Minicom
Fax: _____ (if different from above)	Fax: _____ (if different from above)
Email: _____	Email: _____
SMS: _____	SMS: _____
First language: _____	

PREFERRED METHOD OF COMMUNICATION AT AN INTERVIEW (ALL OUR SUPPORT TUTORS CAN SIGN)			
<input type="checkbox"/> BSL	<input type="checkbox"/> SSE	<input type="checkbox"/> Lipreading	<input type="checkbox"/> Speech

**PARENT / GUARDIAN (for students under 19 years) OR OTHER CONTACT**

Full name: \_\_\_\_\_

Tel (day): \_\_\_\_\_

Address: \_\_\_\_\_

Voice      Fax      Minicom  
           

\_\_\_\_\_

\_\_\_\_\_

Tel (eve): \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Voice      Fax      Minicom  
           

Home Language: \_\_\_\_\_

**WHAT SUPPORT DO YOU THINK YOU WILL NEED?**

**1. In class**

Notetaker       Communicator       Interpreter       Support Tutor

**2. Additional support**

Tutorials with a tutor for the deaf  
 Help with writing and planning essays and projects  
 Help with understanding written projects and briefs  
 Study skills       Special exam arrangements

**WHAT COURSE(S) DO YOU WANT TO DO?**

Which course do you want to do? (please list if more than one)

Course:	College:	Qualification: (i.e GCSE/HND/Degree, etc)	Length: (eg 6 weeks, 1 term, 2 years)

When do you want to start?

Why did you choose this course?

Have you been offered a place on this course? (We will only interview you once you have been accepted by the college / university.)

### WHAT SUPPORT HAVE YOU HAD BEFORE?



Hours per week

Communicator

Notetaker

Interpreter

Other:

\_\_\_\_\_

Other:

\_\_\_\_\_



Hours per week

Lipspeaker

Teacher of the deaf

Extra tutorials

Other:

\_\_\_\_\_

Other:

\_\_\_\_\_

Did you use any equipment (eg radio aid/loop)?

Any additional help? (e.g.wheelchair)

### WHAT ARE YOU DOING NOW?

### EDUCATIONAL BACKGROUND - SCHOOL

School: \_\_\_\_\_

Dates (from/to): \_\_\_\_\_

Subject / level:

Exam grade:

\_\_\_\_\_

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**EDUCATIONAL BACKGROUND - COLLEGE**

College: \_\_\_\_\_

Dates (from/to): \_\_\_\_\_

Subject / level:

Exam grade:

\_\_\_\_\_  
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**WORK EXPERIENCE AND EMPLOYMENT**

Dates

Place

Type of work, and any support you received

Dates	Place	Type of work, and any support you received

**WHAT DO YOU WANT TO DO IN THE FUTURE?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**CONTACTS – NAME AND TELEPHONE NUMBERS**

LEA/TEC: \_\_\_\_\_ Tel: \_\_\_\_\_  
Careers officer: \_\_\_\_\_ Tel: \_\_\_\_\_  
School: \_\_\_\_\_ Tel: \_\_\_\_\_  
Other: \_\_\_\_\_ Tel: \_\_\_\_\_

**ANY OTHER THINGS WE NEED TO CONSIDER WHEN PLANNING SUPPORT?**

Blank space for notes.

**EQUAL OPPORTUNITIES MONITORING**

How would you describe yourself amongst the following ethnic groups?

*Please note that these categories are used to meet the requirements of the Further Education Funding Council, which is the Institute's main funding body.*

- |  |   |
|--|---|
| <input type="checkbox"/> Asian or Asian British - Bangladeshi                | <input type="checkbox"/> Mixed – White and Asian            |
| <input type="checkbox"/> Asian or Asian British - Indian                     | <input type="checkbox"/> Mixed – White and Black African    |
| <input type="checkbox"/> Asian or Asian British - Pakistani                  | <input type="checkbox"/> Mixed – White and Black Caribbean  |
| <input type="checkbox"/> Asian or Asian British – any other Asian background | <input type="checkbox"/> Mixed – any other Mixed background |
| <input type="checkbox"/> Black or Black British - African                    | <input type="checkbox"/> White - British                    |
| <input type="checkbox"/> Black or Black British - Caribbean                  | <input type="checkbox"/> White - Irish                      |
| <input type="checkbox"/> Black or Black British – any other Black background | <input type="checkbox"/> White – any other White background |
| <input type="checkbox"/> Chinese   | <input type="checkbox"/> Any Other                          |

## HOW DID YOU FIND OUT ABOUT DEAF AND DISABLED SUPPORT?

City Lit

School

Careers Officer

Friend

Other (please give details)

## FURTHER ASSESSMENT

To make sure you get the right support, you may be asked to take a further written language assessment. If your LEA needs a report from the City Lit, you will have to take this assessment.

**Please note:**

- Completing this form does not mean you are guaranteed support.
- Provision of support is dependent on staff availability.
- You will probably be invited to come to City Lit to talk about your support needs with our tutors after you are offered a place on your course.

## DECLARATION (to be signed by student)

This is correct to the best of my knowledge.

I agree that the information on this form may be used to discuss my application with my College, University or funding provider where necessary.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Data Protection:** The information you give us will be used for the purpose of providing you with the support you need for educational purposes. However we reserve the right to provide this information to Colleges and Local Education Authorities as appropriate; telephone numbers will never be passed to outside agencies.

### Return to:

**Deaf and Disabled Support  
City Lit  
Keeley Street  
London WC2B 4BA**



Awarded for excellence



INVESTOR IN PEOPLE

6

### Office use only:

Ref No:

Support Tutor:

Received:

Acknowledged:

Start: