

Deaf and Disabled Support Application form

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 students studying in London Colleges and Universities.

These include City of Westminster College, University of the Arts London (including London College of Fashion, London College of Communication, Central St Martins), College of North West London, Southwark College, Lewisham College, Hammersmith and West London College, London Metropolitan University, University of Westminster, and South Bank University.

How to apply for support from City Lit

Deaf and Disabled Support has a team of tutors, communicators, notetakers and interpreters. They support D/deaf and disabled students in Colleges and Universities around London.

Filling in the form

- Fill in the form and return it to us quickly. 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 us to decide what support you might need. We can also answer questions about support.
- We may 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.

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) NOW**. Please do not wait until you have a university place. You can get information about this from Student Finance England.
- Look at SKILL website for information about education. www.skill.org.uk
SKILL: National Bureau for Students with Disabilities.

How do I contact Deaf and Disabled Support?

In person or by post:

Deaf and Disabled Support
City Lit
1-10 Keeley Street
London WC2B 4BA

Voice: 020 7492 2722

Fax: 020 7492 2743

Minicom: 020 7492 2746

Email: dds@citylit.ac.uk

SMS: 07624 818554

CONFIDENTIAL

Application For Support At College Or University

STUDENT DETAILS (Please use BLOCK CAPITALS)

Full name: _____

Miss Mrs Ms Mr Other

Date of birth: _____

Age at 1st September 2011 _____

Address (permanent):

Address (term time):

Postcode: _____

Postcode: _____

Tel: _____
Voice Fax Minicom

Tel: _____
Voice Fax 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)**

BSL SSE Lipreading Speech

WHAT SUPPORT DO YOU THINK YOU WILL NEED?

1. In class

- Notetaker Communicator Interpreter Language 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?

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

Course title: _____

College / University name: _____

Qualification (e.g. BA, HND, BTEC): _____

Length (e.g. 6 weeks, 1 term, 3 years): _____

When do you want to start?

Why did you choose this course?

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

HOW DID YOU FIND OUT ABOUT DEAF AND DISABLED SUPPORT?

City Lit

School

Careers Officer /
Connexions

Friend

Other (please give details)

FURTHER ASSESSMENT

To make sure you get the right support, you may be asked to take a written language 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.

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 Student Funding Agency, which is the Institute's main funding body.

Asian or Asian British - Bangladeshi

Mixed -White and Asian

Asian or Asian British - Indian

Mixed -White and Black African

Asian or Asian British - Pakistani

Mixed -White and Black Caribbean

Asian or Asian British - any other Asian background

Mixed - any other Mixed background

Black or Black British - African

White - British

Black or Black British - Caribbean

White -Irish

Black or Black British - any other Black background

White - any other White background

Chinese

Other

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, Universities and Student Finance England as appropriate; we will never pass on your telephone numbers or email addresses to outside agencies.

Return to:

**Deaf and Disabled Support
City Lit
1-10 Keeley Street
London WC2B 4BA**

**Fax: 020 74922743
Email: dds@citylit.ac.uk
Voice: 020 7492 2722
Minicom: 020 7492 2746**



Awarded for excellence



INVESTOR IN PEOPLE

Office use only:

Ref No:

Support Tutor:

Received:

Acknowledged:

Start: