



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>SA-23-02-001</b>
<b>TITLE OF POLICY</b>	Support Services and Learning Accommodations for Students with Disabilities
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	All previous policies, rules and regulations regarding services and accommodations for students with disabilities
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2026
<b>PURPOSE OF THE POLICY</b>	To identify the support services and learning accommodations for students with disabilities and the ways by which they may be accessed
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of Student Affairs
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Admissions and Entry Requirements
<b>APPENDICES</b>	None

**1.0 Preamble**

The United Nations Convention on the Rights of Persons with Disabilities and The Bahamas Persons with Disabilities (Equal Opportunities) Act, 2014 requires learning institutions to consider the special needs of persons with disabilities with respect to entry requirements, curriculum, examinations, auxiliary aids and services. The Bahamas Technical and Vocational Institute (BTVI) recognises the importance of helping students with disabilities reach their full potential by making every effort to remove barriers which may prevent them from realising their career and personal goals. As a result, BTVI will provide support services and reasonable learning accommodations for students with disabilities.

**2.0 Scope**

This policy identifies the support services and learning accommodations for students with disabilities and the ways by which they may be accessed.

**3.0 Policy**

- 3.1 Students with disabilities are persons who:
  - 3.1.1 have a significant and persistent mobility, sensory or other physical impairment which may be permanent or temporary.
  - 3.1.2 have a significant and persistent learning or mental health impairment which may be permanent or temporary.



- 3.2 Students with disabilities who apply for admission to BTVI must:
  - 3.2.1 indicate their disability on the application for admission,
  - 3.2.2 register with the Counseling Department, Office of Student Affairs, at the point of admission and indicate whether they require special learning accommodations.
- 3.3 Information regarding the student's disability will be recorded in the BTVI Student Information System to ensure every effort is made to facilitate the student's full participation in the programme of study.
- 3.4 All information and documentation regarding a student's disability will remain confidential and will not be shared without the student's written consent.

#### **Eligibility for Support Services and/or Learning Accommodations**

- 3.5 To become eligible for support services and/or learning accommodations, students with disabilities must
  - 3.5.1 submit a completed *Application to Document a Disability* and a *Support Services Request Form* to the Counseling Department at the point of admission.
  - 3.5.2 provide documented proof of a diagnosed disability from a licensed medical professional dated no later than three (3) years prior to submission which verifies the nature and extent of the disability and clarifies the areas of learning affected.
- 3.6 The Office of Student Affairs may request additional documentation in those instances in which the:
  - 3.6.1 nature of the disability is unclear.
  - 3.6.2 documentation does not support the assistance or reasonable accommodation(s) requested by the student.
  - 3.6.3 documentation is not current.

#### **4.0 Support Services and Learning Accommodations**

- 4.1 The Office of Student Affairs shall review the completed support request forms and supporting documentation to determine the types of services and accommodations BTVI is able to provide.
- 4.2 In those instances in which collaboration with other departments and/or BTVI personnel is required to facilitate the service or accommodation, the Office of Student Affairs shall contact the relevant department and/or personnel.
- 4.3 In every instance, accommodations must:
  - 4.3.1 be based on documented individual needs.
  - 4.3.2 not impose a threat to personal or public safety.
  - 4.3.3 not alter the learning outcomes for a course or programme.
  - 4.3.4 allow for the most integrated experience possible.
- 4.4 As necessary, the Office of Student Affairs shall provide referrals to additional resources within the wider community.