



Request for a Second Language Entrance Exemption for Disability-related Reasons

Application Process:

If you are applying for a course exemption for disability related reasons, you must:

1. Apply to the University of British Columbia on line, if immediately proceeding to UBC.
2. Submit a request for an Exemption to Access and Diversity. Include documentation of your disability as well as a letter outlining the rationale on which you are requesting special consideration. Attached is the 'Request for Second Language Exemption' form. Include a letter from your most recent educational institution supporting your request. These documents must be submitted in a timely manner and should be submitted no later than January 31st for consideration for the next admissions cycle. Requests may be made prior to an admissions application in earlier years of high school as well.
3. A&D Disability Advisors will review your documents and submit its recommendations to the UBC Undergraduate Admissions Office. After A&D has submitted its recommendations, all further communication about the exemption will be from UBC Undergraduate Admissions Office.

Rationale for the Exemption:

A student requesting a second language entrance exemption should provide a rationale statement and documentation related to their disability in relation to the request. The documentation should identify a relationship between the disability and the requested accommodation. A student with a learning disability must provide a psycho-educational assessment with test scores by a registered or school psychologist to verify significant weakness related to the subject exemption request. We may consider exemption from taking high school second language courses as a supporting rationale, however the applicant is expected to demonstrate the disability-related rationale for the exemption.

Each request is dealt with on its merits on a case-by-case basis. Submissions are expected to be made and submitted by the student applicant.

Please note that receiving an exemption from an entrance requirement is a separate decision from being exempt from a UBC graduation requirement. UBC Arts students are encouraged to discuss further with their Diversity Advisor – Disability once admitted to UBC.



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(to be completed by student)

Name: _____ Date: _____

UBC Student Number: _____ Address: _____

Phone Number: _____ City: _____

Postal Code: _____ Email Address: _____

Faculty to which you are seeking admission:

1st choice: _____

2nd choice: _____

(to be completed by student)

Have you included your supporting documents? _____

Documentation of Disability (that meets A&D guidelines): _____

Letter Outlining Rationale for the Exemption: _____

Letter from the Recent Academic Institution or Post secondary School: _____

(A&D use only)

Date Materials Received by A&D: _____

A&D Decision: Support Request: _____ Do Not Support Request: _____

Date of Decision: _____



Disclosure Agreement

This form provides staff of Access and Diversity with the client's consent for the release of relevant information from his/her A & D file, to the extent necessary to ensure the provision of services. Subject to the laws of the province governing access to information (Freedom of Information and Protection of Privacy Act), Access and Diversity will not release any identifying information about clients to any parties other than those involved in the provision of service to clients.

In matters of client appeals or complaints, Access and Diversity is required to release client information to the appropriate UBC officials.

Client Name: _____ **Student Number:** _____

DISCLOSURE AGREEMENT:

I have read the above statement and hereby consent to the release of information from my file by Access and Diversity, as deemed necessary.

Signature of the student: _____ **Date:**

Signature of the parent or guardian: _____ **Date:**

(A parental or guardian signature is required when the student is under 18 years.)

I **do not consent** to the release of information from my file by Access and Diversity. I understand that my refusal to consent may limit provision of service that can only be delivered in consultation with officials of the University or other community agencies.

Signature of the student: _____ **Date:**

Signature of the parent or guardian: _____ **Date:** _____
(A parental or guardian signature is required when the student is under 18 years.)