

Accessibility and Academic Accommodations
Confidential Intake Form

This is the official request form to begin the process of registering with Accessibility and Academic Accommodations at YU and TFS to access academic and/or practicum accommodations.

To register with Accessibility and Academic Accommodations, students must **1) complete this form (online version)**, **2) submit [Documentation Guide](#) (where applicable)**, and **3) [book an appointment](#) to meet with an Accessibility Specialist**.

Only complete the relevant section(s) as per the requirement of your human-rights request, as follows:

SECTION 1-4 - completed by ALL for all types of requests

SECTION 5 - ONLY completed for Disability requests

SECTION 6 - ONLY completed for Religious/Creed Observance requests

SECTION 7 - ONLY completed for other Non-Disability requests (caregiving, pregnancy & breastfeeding, gender identity and expression or others)

For more information, visit [The Accessibility Portal](#) or email accessibility@yorkvilleu.ca.

SECTION 1 - PERSONAL INFORMATION	
<i>All students complete this section.</i>	
Student Name:	Preferred Name:
YU/TFS Student ID Number:	Date of Birth:
Pronouns ^(optional) :	She/her He/him They/them Other:
Email address:	Phone #:
What is the best way to contact you?	Email Phone – a voicemail message can be left. Phone – no voicemail

SECTION 2 - PROGRAM INFORMATION AND STATUS

All students complete this section.

Program Area:	YU-Graduate	YU-Undergraduate	TFS	TFSO
Program Name:				
Enrollment Status:	New student (first year)	Continuing student (not accessing accommodations)		
Do you identify as a/an:	Domestic Student	International Student		
Do you require accommodations for any of the following admissions assessments? (Check if applicable)	TFS-portfolio TFS-audition BBA/BID/BCA – Wonderlic			

SECTION 3- CONFIDENTIALITY AND RELEASE

All students complete this section.

STATEMENT OF CONFIDENTIALITY

Accessibility and Academic Accommodations at YU and TFS maintain complete privacy and confidentiality of all student information, including but not limited to the information disclosed to the office personnel, documentation, etc. As per privacy laws, the office keeps all accommodations records separate from student's academic records and does not disclose any information without signed consent unless required under the following circumstances:

- 1) known and suspected grounds that a child or elderly may be at risk of abuse or neglect
- 2) cases involving imminent risk of physical harm to oneself or another
- 3) known instances of inappropriate sexual contact by a regulated health care provider and/or
- 4) when subpoenaed for records or testimony by the court

If your information is shared, it will only be shared with those that need to know and require access to such information.

CONSENT FOR COLLECTION AND RELEASE OF INFORMATION

To support students with academic accommodations, staff in the office will collect information to support academic accommodations, this includes student self-assessment, disability information and documentation.

No information regarding disability or personal information is disclosed to others (including YU and TFS staff) without the student's prior consent. While personal information or disability information will not be disclosed, the Accessibility and Academic Accommodations team may address questions, concerns, nature of the functional impact related to academic accommodations with YU/TFS administrators, faculty, and staff.

Student information will not be disclosed to any third party (including family members, healthcare providers, etc.) unless a release has been signed.

CONSENT

Please initial below to confirm that you have read and understand the confidentiality and consent statements. The consent is valid for the duration of the student's enrollment at YU/TFS from the noted date below.

A student may wish to refuse or revoke their consent at any time by providing a written statement - which will impact Accessibility and Academic Accommodations' ability to work with the student.

Student's Initial:

Date:

SECTION 4 - ACCOMMODATION REQUEST DETAILS

All students complete this section.

Which human rights ground(s) is/are your academic accommodation request related to?

Check all that apply and complete the related section below for the selected ground(s)

- Disability
- Religion/Creed
- Sex (pregnancy and breastfeeding)
- Family Status (caregiving)
- Gender identity and/or Gender Expression

	Other: (please specify)
<p>Do you have supporting objective documentation? Please refer to the Documentation Guide for the type of documentation required based on the area of need.</p>	<p>Yes, I have the listed documentation for my area of need (Please email the documentation to accessibility@yorkvilleu.ca before your scheduled appointment).</p> <p>No, I do not have the listed documentation, but I will be able to obtain it before scheduling my appointment. (Please email the documentation to accessibility@yorkvilleu.ca before your scheduled appointment).</p> <p>I don't have any documentation. (Book an appointment with the Accessibility Office to discuss options).</p>

ONLY COMPLETE THE BELOW SECTION RELATED TO YOUR HUMAN RIGHTS GROUND

SECTION 5 - DISABILITY

ONLY complete this section if requesting accommodations on the grounds of disability

The identification and definition of disability are complex and ever evolving. The Accessibility and Academic Accommodations does not require a disability diagnosis to provide academic accommodations. However, sharing one's nature/type of disability and objective documentation promotes the planning and implementation of individual accommodations plans. All provided information is protected as per the privacy and confidentiality requirements.

Nature/Type of Disability (Optional) – select all that apply.

Acquired Brain Injury
ADD/ADHD
Autism
Deaf/Hard of Hearing

Intellectual Disability
Medical Condition
Mental Health Disability
Physical/Mobility

Learning Disability
Speech Impairment
Visual – Blind/Low Vision
Other/Unknown

OBJECTIVE DOCUMENTATION – complete [ONLINE FORM](#) or email to accessibility@yorkvilleu.ca

All disability accommodation requests are supported by objective documentation. For a list of documentation and more information, refer to the [Documentation Guide](#).

All documentation is protected by privacy and confidentiality requirements.

<p>Are you eligible for Government Student Funding (OSAP, StudentAid, etc.)</p> <p>Funding Source(s)</p> <p>Did you know students eligible for government student loans (e.g., OSAP, StudentAid, etc.) may be eligible for specific disability-based funding through the provincial and federal government? Based on the information provided below, our Accessibility Specialists can provide you with additional information.</p>	<p>Yes No Not sure – but would like more information</p>
<p>If you are eligible for Government Student Funding, have you confirmed your Disability Status (i.e., Permanent Disability, Persistent or Prolonged Disability) by submitting the Disability Verification Form?</p>	<p>Yes Not yet</p>
<p style="text-align: center;">SECTION 6 – RELIGIOUS/CREED OBSERVANCE</p> <p style="text-align: center;"><i>ONLY complete this section if requesting accommodations on the grounds of Religion/Creed</i></p> <p>You are encouraged to consult with the Yorkville University/Toronto Film School Diversity Calendar to proactively plan for and request faith-based accommodation in a timely manner and before the end of the first 20% of the course, advising the Academic Accommodations and Accessibility team of the need for an accommodation.</p> <p>For more information, refer to the Accommodations for Religious Observances Policy.</p> <p>In the space below, identify the name of the observance, the date and the academic impact.</p>	
<p>Name of Observance(s):</p>	
<p>Date(s) of Conflict:</p>	
<p>Academic Impact (e.g., exam date conflict, etc.):</p>	

**SECTION 7 – FAMILY STATUS, SEX, GENDER IDENTITY/EXPRESSION
OR OTHER HUMAN RIGHTS GROUNDS**

ONLY complete this section of the form if requesting academic accommodations for family status, sex, gender identity/expression or other non-disability or religion/creed human rights-based grounds.

For more information, refer to the Guidelines for 1) [Caregiving](#) 2) [Pregnancy and Breastfeeding](#).

Describe the academic barriers being experienced due to the protected human rights ground(s)

The expected period/duration for the experienced barrier - i.e., if temporary, how long (weeks, months, etc.)

Supporting Documentation - complete [ONLINE FORM](#) or email to accessibility@yorkvilleu.ca

All requests are accepted in good faith. If the barriers experienced due to a code ground are not apparent, documentation outlining the barriers (functional limitations) will be required.

For caregiving requests, documentation should include information about the student's relationship with the recipient receiving care, care being provided, duration of the care (short-term vs. long-term), and consideration of alternative arrangements (babysitter, daycare, external agencies, etc.).

The completed form and documentation can be emailed to accessibility@yorkvilleu.ca. Once all the information is submitted, [book an appointment](#) with an Accessibility Specialist for a review of the submitted information and a self-assessment of your needs to determine appropriate and reasonable accommodations.

Want more information, visit the [Accessibility and Academic Accommodations Portal!](#)