



**DISABILITY SUPPORT UNIT
SUPPORT SERVICES**

TELEPHONE: (02) 9850-6494 **FACSIMILE:** (02) 9850-6063 **TTY:** (02) 9850 6493
email: equity@mq.edu.au

ADVICE OF DISABILITY/HEALTH CONDITION 2009

PERSONAL INFORMATION

NAME: **STUDENT NO:**

MAILING ADDRESS:

CONTACT NUMBERS: Day:..... Evening:..... Mobile:.....

EMAIL (Student):.....@students.mq.edu.au **(Personal):**

DESCRIPTION OF DISABILITY/IES OR HEALTH CONDITION/S:
.....
.....

REGISTERING WITH THE DISABILITY SUPPORT UNIT (DSU)

STEP 1 - SUBMITTING THIS FORM

Each year students with disabilities or health conditions seeking DSU support services are required to complete this form prior to or soon after enrolment. Please read the information below if you intend to request support services. This form needs to be submitted to the DSU at the very latest by:

- Semester 1** – 31 March 2009
- Semester 2** – 31 August 2009

OUA students are encouraged to submit this form to the DSU *one study period in advance*:
SP1 02/03/09 SP2 01/06/09 SP3 31/08/09 SP4 30/11/09

STEP 2 - ARRANGING AN APPOINTMENT

All students wishing to request support services must make an appointment with a Disability Advisor. To make an appointment contact the DSU:

- In person:** Support Services Reception, Level 2 Lincoln Building (C8A)
- Phone:** (+ 61 2) 9850 6494 (9:00am-5:00pm)
- TTY:** (+ 61 2) 9850 6493 (9:00am-5:00pm)
- Email:** equity@mq.edu.au

Alternatively, students can post/fax an *Advice of Disability/Health Condition* form to the DSU. Once the form is received, DSU’s administration will contact you to arrange an appointment.

- Address:** Disability Support Unit, Support Services
Level 2, Lincoln Building C8A
Macquarie University, North Ryde, NSW 2109
- Fax:** (+ 61 2) 9850 6063

STEP 3 - REQUESTING SUPPORT SERVICES

Service provision is dependent on assessment of students’ needs, supporting documentation and the availability of resources. This will be discussed at your appointment with a Disability Advisor.

IMPORTANT INFORMATION

DOCUMENTATION

- All documentation *MUST BE* in English, dated within the last 12 months, legible, signed and on letterhead
- Documentation is to be provided by:
 - A suitably qualified medical practitioner
 - An allied health professional e.g. social worker, physiotherapist
 - An education professional e.g. educational psychologist
- Documentation must:
 - Confirm the existence of disability and/or health condition, and
 - Outline the impact on academic performance and contain recommendations for support
- All documentation must meet the above criteria. The DSU reserves the right not to request additional documentation where necessary

INFORMATION FOR STUDENTS WITH A LEARNING DISABILITY

- Students with a learning disability will require a psychologist's report prepared in the last three years

INFORMATION FOR STUDENTS WITH A MENTAL HEALTH CONDITION

- Students with a mental health condition will require documentation from a registered psychiatrist or psychologist within the last 12 months

PRIVACY INFORMATION

Notice pursuant to Section 10 Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act, 2002

Macquarie University, through its Support Services and in this Advice of Disability/Health Condition form, collects personal information from you in accordance with the Privacy and Personal Information Protection Act 1998 and/or the Health Records and Information Privacy Act, 2002. The University may also, with your consent, collect your personal information from personnel within the University or from external service providers. (See Permission Notice below). The purpose for which the information is being collected is to conduct assessments and devise and provide, if possible, appropriate services to support and assist you in undertaking your program of study with the University. The intended recipients to whom the information may be disclosed are those members of the university staff who need to be aware of the services to be provided or are involved in the provision of those services to you. The provision of the information is voluntary but if you do not provide it, it may not be possible to provide you with appropriate support services as and when required. You have a right of access to and correction of the information held by the University. Applications for access and correction should be directed to the Director, Student Wellbeing, Support Services, Macquarie University, NSW 2109. The name of the agency collecting and holding the information is Macquarie University.

PERMISSION TO OBTAIN OR RELEASE CONFIDENTIAL INFORMATION

This section is to be completed in consultation with a Disability Advisor from the Disability Support Unit (DSU)

On occasion it may be necessary for the DSU to obtain from or release information to other service providers, either within the University or external to the University. Students may authorise their Disability Advisor to do so below by ticking the appropriate box/es, if any. You may withdraw your consent to the release or obtaining of information at any time by notifying the Director, Support Services in writing. You should be aware, however, that if access to the necessary information is declined, it may not be possible to provide you with appropriate support services.

I,, hereby give my permission for DSU, to obtain or release information in relation
(Student's name)
to my support requirements during my program of study to:

- Personnel within the Divisions at Macquarie University
- External service providers including GP's, Specialists, allied health professionals or other educational institutions

I am aware that I must register with the DSU on an **annual** basis should I continue to require DSU support services.

Student's signature: _____ **Date:** _____ / _____ / 2009