

ADMISSIONS OFFICE  
Heritage Bible College  
P.O. Box 1628  
Dunn, NC 28335

910-892-3178  
www.heritagebiblecollege.edu

## HERITAGE BIBLE COLLEGE ACCOMMODATIONS REQUEST FORM

This form is to be completed if you are requesting accommodations at **Heritage Bible College** due to a diagnosed disability as defined by the Americans with Disabilities Act (ADA). This document begins the process of registering for disability services and requesting accommodations. The college's complete policies of non-discrimination and procedures for the provision of reasonable accommodations are available in the *Student Handbook*. This request will be kept confidentially in the Student Services Office and separate from your general educational records.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Today's date \_\_\_/\_\_\_/\_\_\_

1. Are you currently a recipient of:

- Vocational Rehabilitation \_\_Yes \_\_No
- Bureau of Services for the Visually Impaired \_\_Yes \_\_No

2. Please check the disability with which you are diagnosed:

ADD/ADHD _____	Mobility Impairment _____
Learning disability _____	Psychiatric _____
(Please specify type of LD)	Blind or visually impaired _____
Hearing Impairment _____	Other _____

How does this affect your academic work, class performance, attendance, class location, or other areas regarding access to the College's programs, courses or services?

3. What accommodation(s) did you receive in high school or previous educational settings?

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4. What accommodation(s) are you currently requesting?

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5. Identify any equipment, other aids and/or services that you will provide related to the above accommodation request.

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6. Is there anything else you would like us to know that might help us in understanding your needs?

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Upon receipt of this form and the required supporting documentation your request for accommodations will be evaluated. You will be contacted if other information is needed. **Accommodations are not automatically implemented.** Your input is very important in the process of setting up accommodation; therefore, before accommodations are implemented, you must meet with the Dean of Students and other campus personnel as appropriate to discuss your accommodations plan.

❖ Accommodations are not “in place” until you:

1. Provide appropriate documentation supporting the need for accommodation.
2. Have had a conversation about your needs with the Dean of Students.
3. Have delivered the Accommodations Approval Letters to your professors and discussed the accommodation plan with him/her.
4. Have followed up with the Student Services Department in the event that you do not receive accommodations from your professors in a timely manner.

All Heritage Bible College students are expected to maintain responsibility for their education. This includes complying with the college’s Code of Conduct (see *Student Handbook*) and meeting academic standards set forth in the college catalog.

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**For Internal Use Only**

Accommodations approved:

Auxiliary aids and services the student will provide:

Student Signature \_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

College Approval \_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Date:

*Copy to student*  
*Copy to file*