

## Accessibility Services

## Request for Accommodation Letter for Returning Students

***New students need to meet with a Accessibility Services Specialist to set up academic accommodations – 250-746-3509 to schedule an appointment.***

**NOTE: DO NOT use this form unless you have previously received instructor letters.**

We require 2 business days to process your request.

Date: \_\_\_\_\_ Student # \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I require \_\_\_\_\_ (# of letters).

Email to me at \_\_\_\_\_

**OR**

Pick-up from Accessibility Services, Student Affairs, Cowichan Campus

I confirm that I do not require any changes to my accommodations

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**It is your responsibility to take a copy of the letter to each of your instructors. It would be best to book an appointment with your instructor(s) during their office hours to discuss and agree upon the nature of your accommodation.**