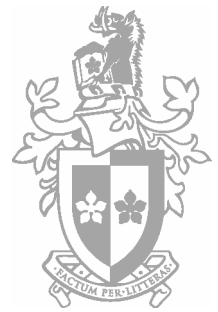


Eligibility Guidelines for Disability Support Services



To be eligible to receive services from Disability Services, students must meet ALL of the following 4 criteria:

- 1. Be enrolled** in any course at Swinburne University of Technology. This includes Higher Education, TAFE, Apprenticeships, open learning and distance education. Students need to have paid their fees and be able to demonstrate proof of this by producing their student card.
- 2. Have a disability** arising from an impairment, mental health or medical condition that may impact upon studies in accordance with the Disability Discrimination Act (1992), as outlined below. Disabilities that may impact upon studies can be physical, sensory, neurological, psychiatric, medical or intellectual. Disabilities may be temporary or permanent, constant or fluctuating.
 - Loss of physical or mental functions (*e.g. a person who has quadriplegia, brain injury, epilepsy or who has a vision or hearing impairment*)
 - Loss to part of the body (*e.g. a person with an amputation*)
 - Infectious and non-infectious diseases and illnesses (*e.g. a person with AIDS, hepatitis or TB, a person with allergies or who carries typhoid bacteria*)
 - A condition where a person learns differently from other people (*e.g. a person with autism, dyslexia, attention deficit disorder or intellectual disability*)
 - Any conditions which affect a person's thought processes, understanding of reality, emotions or judgement or which result in disturbed behaviour (*e.g. a person with a mental illness, neurosis or personality disorder*)
 - Short term conditions which affect a persons ability to undertake their normal capabilities (*e.g. a person who has a broken wrist, sustained a back injury or has severe migraines*)
- 3. Be able to provide relevant documentation** from a qualified professional in the particular field of disability or health. The professional needs to be independent and cannot be related to the student. The following is a guide to the health professionals recognized by the Disability Support Service:

Mental Health condition – *Registered Clinical Psychologist, Psychiatrist, General Physician (if on medication)*

Vision Impairment – *Ophthalmologist*

Hearing Impairment – *Audiologist*

Physical Disability – *Medical specialist, General Physician*

Learning Disability – *Registered Psychologist (i.e. Educational Psychologist)*

Medical Conditions – *General Physician, Medical Specialist*

Neurological Conditions – *Neurologist, Neuropsychologist, Medical Specialist*

Reports must be relevant to the student's current situation. Documents are only acceptable if dated:

- In the last two weeks for temporary conditions.
- In the last six months for fluctuating condition.
- In the last three years for learning disability.
- No date required for a permanent disability.

Documentation must:

- State the specific impairment, mental health or medical condition
- Indicate whether the disability is ongoing, temporary, or fluctuating



- Outline the impact on the student's ability to study.
- Recommend reasonable accommodations
- Clearly identify the professional and credentials
- Be legible, on letterhead, dated and signed

Note: Students can obtain a Disability Documentation Form from the Disability Support Service which can be completed by a Qualified Health Professional.

- 4. Make an Appointment** to see a Disability Liaison Officer to discuss support options and officially register. Any possible support needed through out the year should be identified and organised before semester begins. Disability Liaison Officers are available on all campuses.

Confidentiality

Student details will not be disclosed or discussed without approval. Often teachers/lecturers need to be told how the disability impacts on a student's study and how they can accommodate the individual's needs. This is given generally and only on a need to know basis.

Contact Details

TAFE Disability Support Service

Croydon, Lilydale & Wantirna Campus

Phone: 9210 1181
 Fax: 9210 1142
 Email: disability@swin.edu.au
 Location: W262, Wantirna (other campuses available by appointment)
 Postal Address: W22, 369 Stud Rd,
 Wantirna, 3152

Hawthorn & Prahran Campus

Phone: 9214 6964
 Fax: 9214 5993
 Email: disability@swin.edu.au
 Location: 36 Wakefield Street, Hawthorn (Prahran by appointment)
 Postal Address: H22, PO Box 218
 Hawthorn, 3122

Higher Education Disability Support Service

Phone: 9214 8500
 Fax: 9214 5993
 Email: disability@swin.edu.au
 Location: 36 Wakefield Street, Hawthorn
 (other campuses by appointment)
 Postal Address: H22, PO Box 218,
 Hawthorn, 3122

