



Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, injury-related, learning, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba.

## **Our Mission: Equal Access For All...**

**Student Accessibility Services collaborates with the University of Manitoba to ensure equal access for students with disabilities by:**

- providing supports and programs that recognize our diverse student environment
- promoting partnerships between students, faculty and staff
- educating the university community about accessibility
- assigning and providing appropriate accommodations and services for students
- encouraging and supporting student self-advocacy
- advocating for students to faculty and staff on campus
- referring students to appropriate on-campus and community resources
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**To provide excellent service to you, we ask that you observe the following:**

- Schedule and keep appointments or give as much notice as possible if you must cancel
- If you require exam accommodations, book your exams with our office on time (2 weeks notice for in-class exams and by the exam booking deadline for final exams)
- Communicate with our staff in a respectful manner (we will do the same for you)
- Inform your advisor if there are changes in your situation that impact your accommodation needs
- Provide up-to-date medical documentation if your diagnosis/situation changes or upon expiry of initial medical documentation if your disability is considered temporary



## Confidentiality and Exchange of Information Consent Form

- I understand that a confidential file will be kept\* by the Accessibility Coordinator and access to this file will be strictly limited to personnel in Student Accessibility Services, and that access to this file is governed by *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*.  
\*Files are normally kept for a period of 3 years after which they are destroyed. Files may be kept longer if required for actual or potential legal or administrative proceedings.
- I agree to the release of information to instructors, professors, Student Aid staff, and any relevant University of Manitoba Academic or Support Staff relating to disability-related accommodations in the classroom, for tests and exams, and on campus in general. The information released will not include diagnosis or other specific medical information unless I give specific permission to do so.
- I understand that any course notes or audio taping of course material is for my own personal use and I agree not to copy, share, or redistribute these materials, in any form, to any person. I agree to erase any audio course material at the end of the course.
- I understand that if I select to use Note Taking Express as a service, I must set up my own user account with the vendor and agree to Note Taking Expresses Terms of Use for the service.
- I give consent to my Accessibility Coordinator to exchange documents and information and/or speak to relevant professionals or individuals regarding my situation (individuals permitted identified below).

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- I have discussed a reduced courseload designation with my Coordinator (if applicable) in order to become eligible for funding opportunities, and have decided to (select **one** option below):
- Provide consent for the sharing of my name and student number to the Registrar's Office and Financial Aid & Awards in order to receive the reduced courseload designation.
  - Decline to consent to the sharing of my name and student number to the Registrar's Office and Financial Aid & Awards.
- I understand that what I tell my Accessibility Coordinator is private and will be kept confidential unless:
- I give written permission to share specific information with other people (such as professors, other professionals or loved ones)
  - I indicate that I may hurt myself or someone else or if I have given my Accessibility Coordinator critical information about child abuse, child neglect, or elder abuse. In cases such as these, my Accessibility Coordinator is legally obligated to alert the appropriate authorities to deal with the situation
  - SAS records are required by law to be disclosed or if SAS staff are subpoenaed due to a legal proceeding.
- I hereby agree to maintain the confidentiality of all students registered with Student Accessibility Services. This includes not revealing to others the fact that any particular student is registered with Student Accessibility Services, or revealing any other information related to students' disabilities and services obtained.
- I have read and discussed the above information with my Accessibility Coordinator. I understand the nature and limits of confidentiality.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Student Number*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Accessibility Coordinator*

**Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University**

Your personal information and personal health information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of obtaining your consent for the exchange of your personal information and/or personal health information between the specified individuals/units, and (if applicable) to share your information with the Registrar's Office and Financial Aid & Awards regarding the reduced workload designation for funding purposes. Your personal information and personal health information will not be used or disclosed for other purposes, unless permitted by *The Personal Health Information Act (PHIA)* or *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information or personal health information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

**Notice Regarding the Storage of Personal Information Outside of Manitoba**

The University of Manitoba has taken steps to ensure that its agreement with Note Taking Express for their online services provided is in compliance with *The Freedom of Information and Protection of Privacy Act (FIPPA)*. Please be aware that your personal information may be stored on servers outside of Manitoba. All personal information provided to Note Taking Express when signing up for their services is governed by Note Taking Express's Privacy Policy (<https://www.notetakingexpress.com/privacy-policy.html>) and their Terms of Use (<https://www.notetakingexpress.com/terms-of-use.html>)