



REQUEST FOR ACCOMMODATIONS

Procedure:

To request special need services or accommodations, students must complete the following steps:

- 1) Fill out this form.
- 2) Provide supporting documentation *from your school or healthcare provider*.
- 3) Return this form and supporting documentation to:

Boulder College of Massage Therapy
Attn: Director of Education
6255 Longbow Drive
Boulder, CO 80301

- 4) It is also strongly recommended that you speak with each of your instructors regarding your special needs, and make any suggestions you may have to help them meet your needs.

Note: To receive disability accommodations and/or services, all students must document their disabilities with the Academic Affairs Office by submitting a request for services. **Requests must be submitted at least six weeks prior to enrollment.** BCMT cannot guarantee that the desired service will be available with less than six weeks notice, and some requests will take more than six weeks to process.

Student Information:

Name: _____

School Start Date: _____ Program: _____

Nature of Disability: _____

Please describe the services, materials and/or accommodations that you have received in the past:

What services, materials, and/or accommodations are you requesting from BCMT to ensure your full participation in this course of study?

Signature of Student

Date

This form will be kept in your student file.