

# AccessAbility

## Carer Registration Form



### Student registration for AccessAbility services

AccessAbility provides practical support, advocacy and guidance for students with a temporary or permanent disability, health condition including mental health conditions and neurodivergence. Support is also available for students who are carers of individuals with a disability or health condition. To access these services, students must complete a registration form outlining details of their health condition, it's impact on their academic studies, and what support or adjustments may be helpful.

Please complete this registration form and return to AccessAbility. Submit via email [AccessAbility@newcastle.edu.au](mailto:AccessAbility@newcastle.edu.au) or drop it into SC212 (Callaghan).

### Step 1. Complete Registration Form

Student Surname:

First Name:

Preferred Name:

Student Number:

Pronouns:

Phone:

Alternative contact number (optional):

**Preferred method of contact:**

Phone

Email

### Campus (select all that apply):

Callaghan

Newcastle City

Ourimbah

Gosford

Singapore PSB Academy

Singapore NAIHM

Singapore BCE Academy

Online

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### Program of Study:

e.g. *B Arts, M Pharmacy, Open Foundation*

Data is gathered through MyHub on students with a disability/health condition as well as students who are carers of someone with a disability that determines federal funding allocated to the University to support students with disability/health conditions. This data is also used so that students who are carers of someone with a disability/health conditions can be granted priority allocation of their preferred timeslots for classes.

### Have you indicated in MyHub that you are a carer of someone with a disability/health condition?

Yes

No

To update your details: (if above is 'no')

1. Visit MyHub
2. Select 'Personal information'
3. Select 'Disability information'
4. Answer three questions

### Name of person requiring support:

### Relationship to person requiring support:

Parent/Guardian

Sibling

Partner

Other:

**Provide details of the person requiring supports, their disability/health condition and the impact your care responsibilities have on your study:**

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### **What support/adjustments are you requesting or have been recommended?**

This can also be discussed with an AccessAbility Advisor at your appointment. For information on supports available, visit the [AccessAbility website](#).

### **Have you had support/adjustments in previous studies? If yes, please provide details:**

**Please provide any other information you feel is relevant that should be considered by the AccessAbility Advisor when determining your support requirements:**

## **Consent**

The University of Newcastle (the University) is subject to the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#) and the [Health Records and Information Privacy Act 2002 \(NSW\)](#). Information you provide in your registration will be protected in accordance with the [University Privacy Management Plan](#) and used to offer you practical assistance and advice related to a disability or health condition.

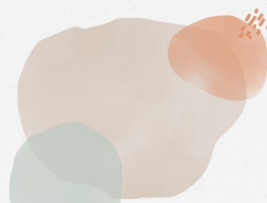
AccessAbility, as part of the University, aims to assist students to meet the inherent requirements of their course whilst maintaining academic independence. By submitting to AccessAbility, it is understood that you have read this statement and agree to the use and disclosure of your personal information as detailed in the [Privacy Management Plan](#).

### **Reasonable Adjustment Plan**

As part of registration with AccessAbility, a Reasonable Adjustment Plan (RAP) may be developed to communicate recommended adjustments discussed and agreed upon by you and an AccessAbility Advisor. So adjustments can be put in place to minimise the impact of your condition/s on your studies, a copy of your RAP will need to be provided to relevant staff. This will include your Course

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Coordinators and, at times, other academic staff (lecturers, tutors) or administration staff within your School. Your RAP will only be shared with University staff who need to implement your RAP.

You can choose whether you would like AccessAbility to provide a copy of your RAP to relevant staff, or you can share this with them yourself. You can also withdraw your consent for your RAP to be shared by AccessAbility at any time by contacting [AccessAbility@newcastle.edu.au](mailto:AccessAbility@newcastle.edu.au) or completing the online [AccessAbility Support and Enquiry Form](#), or paper based [AccessAbility Consent Preferences Form](#) however, this may affect the University's ability to make adjustments for you.

I do not consent to my Reasonable Adjustment plan being shared by AccessAbility

Please be aware that by not consenting, **you are agreeing to provide your RAP to your Course Coordinators at the beginning of each teaching period.**

## Step 2. Provide Health Practitioner Documentation

Students who request consideration and support based on their disability and/or health condition are required to provide the University with relevant medical documentation from a suitably qualified health professional.

The University of Newcastle (**the University**) is subject to the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#) and the [Health Records and Information Privacy Act 2002 \(NSW\)](#) and at times the [Privacy Act 1988 \(Cth\)](#). The personal and health information provided will be used by the University in accordance with the University's [Privacy Management Plan](#) in order to offer practical assistance and advice to students related to their disability and/or health condition and/or carer responsibilities for a person with a disability and/or health condition and their studies, which may include the creation of a Reasonable Adjustment Plan.

By providing documentation to AccessAbility via online form, email or in person, I authorise the release of information relating to my disability/health condition(s) and/or information relating to the disability/health condition of the person for whom I provide care for to the AccessAbility service at the University including information requested in this report, any information reasonably requested by the University in accordance with the consent below, and any other information my medical practitioner may deem appropriate to disclose to the University in the circumstances.

I also authorise AccessAbility staff to contact my health practitioner to seek additional information for the purposes of:

- validating the existence of my disability/health condition and/or carer responsibilities,
- guidance regarding the effects of the disability/health condition and/or carer responsibilities and its impact on my study, and
- to otherwise clarify information my health practitioner has already supplied.

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Students can provide medical documentation in a number of ways:

1. Provide existing medical documentation via email at [AccessAbility@newcastle.edu.au](mailto:AccessAbility@newcastle.edu.au) or in person at the AccessAbility Office, Student Services Building, Room SC212, Callaghan.
2. Have your relevant health professional fill out the [online Health Practitioner Report](#) and submit to AccessAbility in the portal.
3. Download or receive a printed copy from AccessAbility of the Health Practitioner Report to take to your relevant health professional and email or submit in person to AccessAbility.