



# CAMBRIDGE COLLEGE

OF MANAGEMENT & STUDIES

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| <b>Policy:</b>           | <b>Disability Services Statement</b> |
| <b>Date of approval:</b> | February 2025                        |
| <b>Effective date:</b>   | March 2025                           |
| <b>Next review date:</b> | September 2026                       |

## **Purpose**

Studying can be a very daunting experience for most students - more so if you have a disability or learning difficulty that affects your ability to study. The Disability Services team at the Cambridge College of Management & Studies (CCMS) is here to help you reach your academic potential whether you are full-time, part-time, undergraduate or postgraduate.

## **Supported Conditions**

We support students with a range of conditions by putting them in contact with the appropriate agencies and health services. Some examples are listed below:

- **Long-term Medical Conditions**
- **Long-term Mobility Issues**
- **Sensory Impairments**
- **Mental Health Issues**
- **Specific Learning Difficulties**
- **Autistic Spectrum Conditions**

Applicants and enrolled students are encouraged to declare any disability or learning difficulty as soon as possible so that support may be allocated early, before the pressures of study and assessment become overwhelming. All student information is treated with the utmost confidentiality and is only shared between departments on a need-to-know basis and with the student's consent!

## **Support Provision**

The service at CCMS offers Reasonable Adjustments to students in need of support. Reasonable Adjustments are modifications to study or to assessment that can help a student to overcome obstacles caused by their disability or learning difficulty. This type of support varies, depending on the nature of a student's condition but is usually offered prospectively and in two categories, including but not limited to the following examples:

- 1) Reasonable Adjustments to Study
  - Permission to record lectures/classes/workshops
  - Lecture materials/notes provided in advance
  - Library Support
  - Special seating in lectures
- 2) Reasonable Adjustments to Assessment
  - Extra time for written exams

- Deadline extensions for coursework
- Special seating for exams
- Permission to type exam answers

### **If you are an International Student:**

The College is dedicated to supporting international students with disabilities and additional needs. We aim to provide appropriate support and make reasonable adjustments wherever possible. However, we recognise that there may be instances where the specific support required cannot be fully met within the College's existing provisions.

In such cases, international students are encouraged to seek further guidance and assistance from external organisations that specialise in supporting students from overseas, particularly in navigating UK systems, rights, and services related to disability and wellbeing.

### **UKCISA (UK Council for International Student Affairs)**

UKCISA is the UK's leading organisation supporting international students. It provides expert advice on a wide range of issues, including disability support, accessing healthcare, visa implications of disability-related absences or adjustments, and understanding your rights in the UK.

- **Website:** [www.ukcisa.org.uk](http://www.ukcisa.org.uk)
- **Student Advice Line:** +44 (0)20 7788 9214

UKCISA also offers detailed guidance on:

- Disabled Students' Allowances (DSAs) and eligibility for international students
- Health services and the NHS
- How to raise concerns or complaints related to discrimination or lack of support

### **Other Key Support Organisations for International Students with Disabilities**

- **Disability Rights UK**  
Offers resources and advocacy on disability rights, access to education, and inclusive support services.
  - Website: [www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)
- **Scope**  
A charity supporting disabled people with information on living independently, education, and social care.
  - Website: [www.scope.org.uk](http://www.scope.org.uk)
- **Migrant Help**  
Provides advice and support to international students and migrants, including those with vulnerabilities or health needs.

- Website: [www.migranthehelpuk.org](http://www.migranthehelpuk.org)
- **Student Minds**  
UK's student mental health charity, providing guidance and peer support that is inclusive of international and disabled students.
  - Website: [www.studentminds.org.uk](http://www.studentminds.org.uk)

### **College Support and Referrals**

If you feel that your needs are not being met or you are unsure about how to access external services, please speak to the College's International Student Support Officer or Disability Advisor. We can help you:

- Understand your options under UK immigration and disability law
- Access translation or interpretation services if needed
- Make referrals to trusted external organisations
- Liaise with health services or advocacy bodies on your behalf

Our goal is to ensure you feel informed, supported, and empowered throughout your time at the College, regardless of the complexity of your needs.

### **If you are a UK Student:**

#### **Disabled Students' Allowance (DSA)**

If you are a UK student you might also be eligible to receive extra, funded support from Student Finance England through the Disabled Student Allowance (DSA). This support is additional to the support offered by your college and can fund for study aid in the form of specialist equipment, support workers or help with travel.

#### **DSA Cover**

If you are eligible for the Disabled Students' Allowance, you can receive funding for:

- Equipment such as computers, software, ergonomic equipment and assistive technology
- One-to-one support for Specialist Study Skills, Mentoring, Scribes, Note-takers and Interpreters
- General allowances for consumables such as printer paper, ink and non-core textbooks
- Additional travel costs such as a taxi service to and from your institution.

The DSA does NOT have to be paid back unless you withdraw from your course, in which case you may have to return some of the funding.

## DSA Eligibility

To qualify for support through the DSA, you must meet the following criteria:

- You must be enrolled on a full-time or part-time Undergraduate or Postgraduate program of study
- You must have a long-term disability, medical condition or diagnosed learning difficulty
- You must be a UK citizen OR have been granted Indefinite Leave to Remain by the UK Home Office

## **Declaring Disability**

If you have a condition that impacts upon your ability to study, you should declare this on your application form or inform the Disability Service of your needs.

## **Undisclosed Disability**

We ask prospective and enrolled students to fill out a Disability Declaration Form and submit it to us with evidence so that we can better understand how your condition affects you and what kind of support you are likely to require.

## **Evidence Required**

Students with a disability, long-term health condition or Mental Health condition will need to submit a letter from their doctor, specialist or professional practitioner. It must clearly state that you have a diagnosis of the condition and if possible, some information about how it affects you. The document **MUST** be signed and dated, and can be submitted to us electronically or as a paper copy.

NOTE: To keep within DSA regulations, we ask that the medical evidence is no more than 1 year-old. Students with a Specific Learning Difficulty e.g. Dyslexia, Dyspraxia, AD(H)D or Dyscalculia, are asked to submit a copy of their diagnostic report from a psychologist or specialist assessor. This must also be signed and must be a post-16 assessment (you were assessed at age 16 or older).

## **Access to Medical Evidence**

Only Disability Service staff will have access to the documents you submit. Departments in collaboration with us will only be informed of what appropriate support must be made to cater for your circumstances. We will not share any information about you without your permission and we treat each student case with the utmost confidentiality.

### **Undiagnosed Disability**

If you suspect that you may have a disability or learning difficulty, you can still let us know and we can advise you on how you can get diagnosed or attain evidence for your condition.

### **How do I apply for the Disabled Students' Allowance?**

Your first step is to complete the [DSA Application Form](#) and get it to us. Your application will need a university stamp and a copy of your medical/diagnostic evidence. If you are eligible for the DSA, it is important to apply as soon as possible as the application process can take a number of weeks. However, we will help you through the process each step of the way!

Once the Disability Service has reviewed your needs, reasonable adjustments can then be discussed with you and recommended to your academic department.