



# Students with Disability Handbook

Disability Support Services



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## Message from the Disability Co-ordinator

Nau mai, haere mai o Te Whare Wānanga o Waikato.

The University of Waikato is committed to providing equity in education and welcomes students who experience disability into all areas of campus life. Disability Support Services (DSS) has a small team of dedicated staff who work to remove barriers and provide one-on-one tailored assistance to ensure that students' learning requirements are being met.

“Disability” is a broad, umbrella term that refers to a wide range of barriers experienced by students due to physical, medical or sensory impairments, issues with mental health, or writing and learning.

University study is filled with exciting new challenges with many opportunities for personal and academic growth as well as providing an awesome pathway for future employment.

We look forward to meeting you and being a part of your University experience. Please see our website for additional information [www.waikato.ac.nz/disability](http://www.waikato.ac.nz/disability), phone 0800 WAIKATO (924 528) extension 4711 or email [disability@waikato.ac.nz](mailto:disability@waikato.ac.nz).



## Disability Support Services Information

Our DSS team works with University staff to remove barriers to learning and ensure students' learning requirements are met through the provision of information, support, services and equipment.

The beginning of semester is always extremely busy for our staff as we provide advice and services to hundreds of students. Contact us as soon as possible to determine your needs within the University environment and for support systems to be set up in advance of your course.

*Tip: If you require alternative print formats or the use of a sign language interpreter you should contact DSS well before you submit your Application to Enrol.*

### Hamilton campus

Our DSS Office is located along side Student Health (opposite the Uni Rec Centre). We operate an open door policy and are available from 9.30am to 4.30pm, Monday to Friday. Please feel free to drop by during these times. Alternatively you may want to book an appointment by emailing [disability@waikato.ac.nz](mailto:disability@waikato.ac.nz).

### Tauranga campus

Tauranga students are eligible for the same range of disability support services as students studying at our Hamilton campus. Full information about the services you might be eligible for are available by contacting the Hamilton campus DSS office directly. We would like to hear from you as soon as possible to identify any educational assistance you may be eligible for and to make arrangements.

Alternatively you can enquire at either of the Information Centres located at the Windermere and Bongard Centre campus and ask to be referred to DSS in Hamilton or speak to the University's student support staff based at the Maharaia building on the Windermere campus.

## International students

You are encouraged to make contact with DSS well before enrolment so that the additional costs related to your support can be discussed with you and quoted if required. International students are not eligible for New Zealand Government funding and will need to pay for their support costs.

### Contact Disability Support Services (DSS):

Phone: 0800 WAIKATO (924 528) extension 4711

Email: [disability@waikato.ac.nz](mailto:disability@waikato.ac.nz)

Website: [www.waikato.ac.nz/disability](http://www.waikato.ac.nz/disability)



# Eligibility and documentation

DSS focus on enabling participation within the educational environment. The assistance we provide is specific to your personal situation, taking into account that your experiences are unique and may change over time.

For some students, especially school leavers, there can be an expectation that the University can provide all of the support required to attend and participate in classes and for study in non-contact times. There may also be an expectation that the University will provide individualised responses to medical conditions and personal care that fall outside our areas of responsibility.

*Tip: We encourage you to contact our DSS staff early so we can sort out what help the University can provide, leaving you enough time to organise any complementary assistance.*

## Registering for disability support

To receive our assistance you'll need to complete a *Disability Support Services Registration Form* available from our website <http://www.waikato.ac.nz/disability/> and return to [disability@waikato.ac.nz](mailto:disability@waikato.ac.nz) with accompanying support documentation outlined below. The information you provide is confidential and used to assist us and other university staff in planning to meet your needs.

## Supporting documentation

Supporting documentation can be from a Doctor, therapist, or other appropriate professional. Seeking information about a student's condition is used by the DSS Office in establishing disability, understanding how disability may impact a student, and in making informed decisions about accommodations. Professional judgment is an essential component of this process.

Supporting Documentation must do the following:

1. Provide a specific diagnosis of the disability, impairment or medical condition
2. Be current.
3. Identify whether the disability is permanent, temporary or fluctuating
4. Describe in detail the limitations/impact this disability has on the individual and on their study
5. Recommend specific equipment and/or support services and why these are needed.
6. Establish the professional credentials of the evaluator

**For example supporting documentation for a Specific Learning Disability** would normally meet the following standards in order to best assess an individual's need for support:

- i. A qualified professional (with training and experience in evaluating adolescents and adults with learning disabilities) must conduct the evaluation. The following professionals would generally be considered qualified: clinical or educational psychologists; school psychologists; neuropsychologists; learning disability specialists. They must be registered/certified to administer C-level psychometric testing at a minimum.
- ii. Documentation necessary to substantiate the learning disability must be comprehensive and would normally include:
  - a. Diagnostic Interview
  - b. Psychometric Assessment
  - c. Aptitude/Cognitive Ability
  - d. Academic Achievement
  - e. Areas of Cognitive and Information Processing
- iii. Documentation must include a specific diagnosis
- iv. Test scores from standardised instruments should be provided
- v. Each accommodation recommended by the evaluator should include a rationale
- vi. An interpretative summary should be provided

## Studying at Waikato

### Should I study full-time or part-time?

Whilst many students choose to study full-time in order to finish their degrees as speedily as possible, many supported students who experience disability study on a part-time basis. Deciding between full-time or part-time study often depends on a range of factors.

Some students study part-time because of their disability or to balance work and/or family commitments. The main advantage of studying part-time is that you're able to devote more time to each paper, which may result in better grades. This is particularly important for students who have fatigue, mental health issues or specific learning disabilities.

When making your decision you should look at the demands of each paper, including hours of lectures, tutorials, laboratories and whether field trips are required; how much reading and study you will need to commit to each paper outside of class time. What other commitments do you have? How will this affect you financially? DSS staff are happy to talk over your options with you.

### Bridging programmes and pathways to Waikato

If you haven't studied for a while and would like to brush up your skills, or if you didn't get the marks needed for direct entry into a degree programme, then we have a range of bridging programmes available which will provide you with the skills and opportunities to help you make the step into tertiary study. Our programmes can teach you the research and learning skills you need to succeed at university, as well as offer support and guidance to ensure that you are university ready.

Contact our Future Student Advisers on 0800 WAIKATO (924 528) or [recruitment@waikato.ac.nz](mailto:recruitment@waikato.ac.nz)

## How do I finance my study?

### StudyLink

There are a number of ways StudyLink may be able to help. Eligibility depends on criteria such as your age, immigration status, where you live, benefit status, dependents (spouse/children), and you, your partner and your parents' income. Check out StudyLink's website [www.studylink.govt.nz](http://www.studylink.govt.nz).

*Tip: Make sure you apply to StudyLink as early as possible to find out exactly what you are eligible for and to ensure any payments start on time.*

### Limited full-time status

If full-time study disadvantages you due to your disability, impairment or medical condition, you may still be able to get financial help (Student Allowance and/or Student Loan) if you are granted limited full-time status by StudyLink. To qualify, your education provider must agree you should study less than full-time for one of the following reasons:

- ▶ You have an illness that prevents you from studying full-time, or
- ▶ You can't study full-time where there is sufficient cause outside your control (this includes a disability which stops you studying full-time), or
- ▶ It's in your best interest to study less than full-time.

Disability Support staff can provide you with an application form for limited full-time status or download one from the StudyLink website [www.studylink.govt.nz](http://www.studylink.govt.nz).

### Student Allowance

This is a weekly payment to help with living expenses while you study full-time (or limited full-time with approval due to disability). Unlike loans, you don't have to pay this allowance back. If you are under 24 with no children, your parents will be income tested to determine your eligibility.

**Tip:** StudyLink encourages you to make all applications online but if you have difficulty with this, you can make an appointment by phoning **0800 88 99 00**.

## Student Loan

The loan is made up of three parts – compulsory fees, course-related costs and/or living costs. Your eligibility is assessed separately for each component based on specific criteria and you are required to pay the loan back. Students aged 55 years and older are eligible to borrow the fees component only.

**Tip:** Check out the IRD website for all the information you need about managing your student loan and information about earnings while you study [www.ird.govt.nz/studentloans/](http://www.ird.govt.nz/studentloans/).

## Jobseeker Support (JS Student Hardship)

JS Student Hardship is a weekly payment to help meet your living costs during your study breaks if you can't find work. You have to apply to confirm your eligibility; it is not automatic. The earliest you can be paid is in the third week of your break which is well after student allowance payments stop so you are advised to get your application in early.

## Student Allowance Transfer Grant

The Student Allowance Transfer Grant is to help if you have a partner or a child and are in hardship because your Student Allowance has stopped and you're waiting for your benefit to start. This is a one-off payment usually made during your stand-down period. Apply during semester or at the latest, within five working days after your course finishes.

## Work and Income

Work and Income administer financial support designed to help out with day-to-day costs of living if you are unable to work and would like to study. It's important that you contact Work and Income early as study may affect your benefit entitlement, how much you get and your eligibility for components of StudyLink assistance.

**Tip:** Talking to Work and Income early means you have time to understand your options and make your appropriate applications for Work and Income benefits and allowances (and/or StudyLink assistance).

## Disability Allowance

This is for people who have a disability and need help with everyday tasks or on-going medical care. Expenses include regular visits to the doctor or hospital, pharmaceuticals, medical alarms, extra clothing or travel if these costs arise from your disability. This is income tested and the amount of allowance paid depends on a person's costs.

## Accommodation Supplement

This is a weekly payment to help people with their rent, board or the cost of owning a home and is income tested.

## Recoverable Assistance Payment Grant

This payment helps people pay for something they need urgently when they have no other means to pay for it. This grant is generally used to pay for items such as appliances, school uniforms or rent arrears. Recoverable Assistance is income tested and has to be paid back.

## Special Needs Grant

A Special Needs Grant is a payment to help people in certain circumstances pay for something when they have no other way of paying for it. Often the grant doesn't have to be paid back, but the applicant's financial need must be both immediate and essential. This grant is income tested.

## Temporary Additional Support

A weekly payment for someone who cannot meet their essential living costs from earnings or from other sources. Criteria for eligibility include income testing.

**Tip:** You do not have to be receiving a main benefit to qualify for grants, supplements and allowances.

## Scholarships

The University has a generous range of scholarships. In particular, undergraduate students with physical disabilities may want to apply for the Gemini Trust Disability Scholarship. To check if you're eligible visit [www.waikato.ac.nz/scholarships/s/gemini-trust-disability-scholarship](http://www.waikato.ac.nz/scholarships/s/gemini-trust-disability-scholarship).

Our scholarships staff assist potential and enrolled students to locate funding to support their education. Staff will be happy to direct you in your search for scholarships and grants and can offer advice on other avenues of funding.

**Tip:** Search 'givMe' – a national funding database – from any university computer and most public libraries in New Zealand to find matches for scholarships you might be eligible for: [apps.generosity.org.nz/givME](http://apps.generosity.org.nz/givME)

Scholarships staff are located in the School of Graduate Research in W. Block, on the Hamilton campus – phone 0800 WAIKATO (924 528) extension 5096, [www.waikato.ac.nz/scholarships/](http://www.waikato.ac.nz/scholarships/) or email [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz).



## Getting Around Our Campuses

We're committed to removing physical barriers that impact on the participation of students who experience disability and we continue to make improvements. We provide many mechanisms to assist with your day-to-day orientation on campus, including mobility parking, ramps, lifts, self-opening doors and accessible toilets.

While most of the buildings on campus are accessible, the size, complexity and history of the University means that some barriers remain and there are a small number of non-teaching rooms which may not be accessible. If you encounter any difficulties in accessing facilities on campus, please contact our staff so that alternative strategies can be put in place.

### Physical access

Physical access is possible via ramps, pathways and lifts throughout almost all of the campus. However some locations can be more difficult or circuitous to negotiate. If this is the case please discuss this with us as we may be able to arrange alternative access routes throughout campus. We're always keen to know if there are areas on campus where you are having difficulty moving around/through, or places where access is not good. Feedback assists us in improving campus-wide access.

**Tip:** If you often encounter accessibility barriers in the general community, make contact with DSS when you submit your Application to Enrol with the University so that barriers and solutions can be identified early on and alternatives explored.

### Accessible parking

All our campuses have accessible parks for people with disability, spaces are clearly marked. They are exclusively reserved for holders of current Mobility Parking Permits issued by CCS Disability Action, and temporary mobility parking permits issued by DSS staff. You'll need to have your GP complete the Temporary Mobility Parking Permit Application form and supply relevant documentation to support your application to DSS for a permit.

Staff vigorously police these parks to ensure only those displaying current valid permits park there. Holders of Mobility Parking Permits are required to observe the University's Parking and Traffic Regulations, ie no parking on yellow lines, service areas, fire hydrants or on the grass and adherence to speed limits.

*Tip: All parking on campus is at a premium; arrive early for classes to ensure you find a suitable park.*

## Orientation for students with disability

We're happy to arrange an orientation programme for students. It can include an introduction and overview of services available on campus, information on paper/degree planning, enrolment, fees and Student Loans, an opportunity to meet other students and a brief access tour of the campus. If you're interested in attending an orientation programme, please contact us.



## Services & Assistance Tools

Alongside a range of other support services available on campus, DSS can form part of your education support network, helping to make your experience as successful and rewarding as possible. The section below outlines specific educational assistance accessed through DSS, plus a section on community assistance. Educational assistance is available to students on both the Hamilton and Tauranga campuses. Speak to our staff about accessing these tools.

### Note-taking support

If you're not able to take notes in lectures due to a disability, alternatives such as taped lectures and copies of PowerPoints' can be arranged. Some lecturers provide notes on Course Reserve at the library or online for you to read on computer via Moodle (the university's online learning system for accessing paper information, resources and online discussion forums), while others are recorded and available as Panopto or podcast. However, some are only made available by agreement with the particular Faculty or School.

If you are unable to access notes in any of these ways a note-taker may be able to take notes for you. DSS employ and train staff (usually students experienced in your particular subject area) to take notes. You are required to attend the lecture in order to receive copies of notes. Eligibility for note-taking services requires specific documentation so make sure you contact us as soon as possible and at least two weeks prior to the start of each semester.

### New Zealand Sign Language interpreters

If you are Deaf and require a New Zealand Sign Language (NZSL) interpreter, please contact us well before the start of semester so arrangements can be made.

### Laboratory and research assistance

Individual support is available for students where disability affects access to learning. This can involve having someone to assist in practical laboratory sessions, obtain books from the library, or read text unavailable in alternative formats. The assistance available to you will reflect your particular needs.

## Resource material in alternative formats

Students with a range of disabilities may require print material in alternative formats. This includes large print, different coloured paper, Braille, audio or electronic format. Many students directly purchase electronic textbooks where available. If you require alternative format library books or textbooks, you will need to organise this with DSS well in advance of the course starting, as it can take considerable time for textbooks to be transcribed.

Course related audio books from the University of Auckland can be issued on Interloan through the University of Waikato Library's Interloan Service. Requests should be made at your campus library.

Scanners, OCR and screen reading software are available for scanning print information and reading it on computer as required. These are located in the Disability Computer space on Level 3 of the Student Centre and The Access Room located in the Student Services Building on the Hamilton campus. If you need this service in Tauranga, let us know.

*Tip: If you require any alternative format print material please contact DSS well before your lectures begin.*

## Mentoring

If you're a first or second year student and would like a mentor, or if you are a graduate student or student who's been around for a while and have something to offer new students as a mentor, please contact us for more information.

## Alternative test and exam arrangements

### Arrangements for in-class tests

Alternative test arrangements are available for eligible students who require a more accessible way of sitting their tests. If you require additional time, a separate room, use of a reader/writer for tests or require other specific arrangements, please contact DSS before the start of semester so that your

eligibility can be determined. If approved, you must then submit an application for alternative test arrangements by the end of the first week of each semester.

*Tip: We organise hundreds of alternative test arrangements each semester. Getting your application in on time means you won't miss the deadline for support.*

Application forms are available on the DSS website, from our office in Hamilton or from the Student Support staff based at Maharaia (V. block) on Windermere campus in Tauranga.

## Arrangements for examinations

We work with the Assessment and Graduation Office providing special arrangements for formal examinations. We're happy to guide you through the process of submitting your annual application for special exam arrangements and explain how to provide the appropriate clinical evidence. Needs Assessment Forms are available at the DSS office, the Student Centre in Hamilton or from the Student Support staff in Maharaia (V. block), on the Windermere campus in Tauranga.

Please also refer to the relevant sections under the "Regulations Governing Examinations and Other Means of Assessment" in the University Calendar <http://calendar.waikato.ac.nz/assessment/assessment.html>.

To contact the Assessment Office -phone 0800 WAIKATO (924 258) extension 8018 or 4941, email [exams@waikato.ac.nz](mailto:exams@waikato.ac.nz) or visit <http://www.waikato.ac.nz/students/examinations/>.

## Special consideration

**Internal Assessment (including tests)** – For missed or impaired performance, apply in writing to the examiner of the relevant paper no later than three days after the date on which the item of internal assessment is due.

**Formal Examinations** - Our Assessment and Graduation office is responsible for the special consideration process. You should complete an applications form if,

due to circumstances beyond your control, your situation falls under one of the three provisions for special consideration listed below:

- ▶ Absence from an examination - you have been prevented from sitting an examination.
- ▶ Serious impairment to examination performance - you consider your examination performance has been seriously impaired by illness, injury, personal bereavement or any other critical circumstance.
- ▶ Serious impairment to examination preparation - you consider your examination preparation has been seriously affected by an illness or trauma, for which you are under continuous and well documented care by a qualified person, eg. a medical practitioner or counsellor. To make an application under this provision you must demonstrate that effective preparation for the examination was not possible in the two weeks immediately before it.

Application forms are available online. Hard copies are available from the Student Health Service or from the Student Centre in Hamilton, or from the Information Centre at the Windermere campus and Bongard Centre or from Maharaia reception desk at Windermere.

For more information, refer to our website

[www.waikato.ac.nz/students/examinations/examination-procedures](http://www.waikato.ac.nz/students/examinations/examination-procedures).

## Assistive technology

Assistive Technology refers to the various software and hardware options that assist to address a range of disabilities, such as vision, learning and mobility impairments. The following range of equipment, hardware and software may be borrowed or accessed for use on campus by students who require it. Loaned equipment is normally provided free-of-charge through a booking system at DSS and needs to be returned at the end of each semester.

Contact us to arrange.

## Disability computer labs - Hamilton

We operate two computer labs with specialist software and equipment for use by students who are registered us. Equipment includes a CCTV, scanner and software converting print to voice or to electronic format, voice recognition software and text-enlarging software. Access and training to use the equipment can be arranged with our staff.

## The Access Room - Hamilton

This is a combined computer lab, study and drop-in space for use by students with disabilities. Along with all the technology mentioned above, the room has comfy chairs and a kitchenette with a microwave and hot drinks, provided courtesy of DSS. Make visiting this room a priority to meet other students with similar interests, goals and study plans, or just to have time out from your busy day.

The Access Room is located next to the DSS offices on the Hamilton campus and is open 9.00am to 4.30pm, Monday to Friday during semester or at the Disability Co-ordinators' discretion. Please see our staff if you wish to study in the Access Room.

## Library Disability Space

This space is located on Level 3 of the Student Centre on the Hamilton campus. This lab houses similar hardware and software as featured in the Access Room. We're happy to show you through and talk over any specific needs you might have. This lab is accessible during the Central Library's opening hours.

## Equipment and Hardware

### Dictaphones for audio recording lectures

Taping lectures is a useful way to 'fill in the gaps' in your paper notes. Digital recorders are made available to record audio material which can be saved to a computer for future reference. Re-listening to all of your recordings is often time-consuming and unmanageable, so speak to us about practical strategies and advice.

## Hearing loops

Most of the larger lecture theatres are fitted with hearing loop systems. These are signposted outside the specific lecture theatres. If you are in a lecture theatre that does not have a fitted system you should contact the Disability Support staff to borrow a portable Easy Listener system (see next paragraph).

## FM hearing equipment for hearing lecturers and tutorials

The Easy Listener is a portable FM transmitter/receiver listening system with a hearing loop or a headset. It allows you to hear the lecturer's voice directly in your ear with little or no distracting noises. Although primarily used by students with hearing impairment and deaf students who wear hearing aids, they're also good for people who have head injuries, ADD/ADHD, mental illnesses and others who have common concentration or distraction difficulties.

## Ergonomic chairs for use in lectures

There is a range of chairs available including ergo office chairs with adjustable height and back support; kneeling chairs designed to promote good sitting posture; Bambach Saddle Seat designed to reproduce the upright standing position with height and seat tilt adjustment.

## Read-write stands for holding books and paper

These provide an angled work surface for writing or holding books and notes at the correct angle.

## Specialist computer software

Specialist software can be used in the labs on campus and allows users with a variety of impairments to access and produce material in alternative formats.

## Software available on campus

### Dragon Naturally Speaking

Dragon Naturally Speaking is a voice recognition programme that allows you to interact with the computer using your voice to control its actions. The version that we currently use has a very good recognition rate and is easy to train and use.

Voice recognition software is a good solution for students who struggle to write/spell independently or who have trouble using a keyboard and/or mouse to access a computer. You'll need to spend a bit of time personalising the software, but once done you will be able to dictate notes, essays and assignments directly into the word processing program, send emails, browse the internet and use almost every aspect of the computer with your voice instead of your hands.

### JAWS

JAWS is a screen reader programme primarily designed for people with low vision or who are blind. JAWS reads back what is happening on the computer screen, for example what menu is active, or what option is selected.

### OpenBook

OpenBook converts printed documents or graphic-based text into an electronic text format on your PC using quality speech and the latest in accurate optical character recognition. OpenBook will scan and convert your hardcopy material and can be customised to work with PEARL camera for portable scanning and will also convert PDF image-only files. It includes built-in support for Braille and DAISY audio files. There are user-controlled settings for magnification, character spacing, colour and contrast as well as easy to use reading enhancement features.

### TextHelp Read&Write GOLD

Read&Write is a text to speech reading software programme. Read&Write text to speech reading software provides an easy to use toolbar that works within any of

the Windows-based applications such as word processors, email, Google Docs, internet, spreadsheets or databases to read text aloud.

The software was designed to address some of the issues that people with Specific Learning Disability/Dyslexia face daily, namely reading difficulties, writing difficulties and problems with spelling. Hardcopy materials (such as books and handouts) and image-only files can be converted into readable text using the Scan/OCR functions.

Read&Write also reads aloud web pages and screen-readable text on the computer. The program includes some advanced study skills function and also allows users to create MP3 audio files of documents for listening to on a portable audio player. The main features include: Text to Speech function where text is highlighted and simultaneously read out loud, phonetic spell checker, and a word prediction function that aids sentence construction by suggesting and predicting words.

### **ZoomText**

ZoomText is a combined screen magnifier and screen reader. It has clear images, smooth panning, and enhanced cursor for easy tracking, colour filtering for better contrast and readability and full and partial screen magnification support up to 36x. It includes a screen reader with human-sounding male and female voices that speak all program controls, menus or text content in applications or web pages. ZoomText is designed for people with low vision or who are blind.

## **Low to no cost accessible software solutions**

New software applications, many of which are free, are regularly released and made available over the internet for downloading and use on your electronic device. These, along with in-built accessibility features included in software by developers such as Microsoft, Apple and Google are worth checking out and making use of. The version of software you are currently using will determine exactly which features are available to you.

**Tip:** Search the internet for the latest downloadable accessibility apps that can assist with reading, writing and learning – don't forget to share your finds with us so we can inform other students.

### **Microsoft accessibility features**

Microsoft's Ease of Access Centre enables adjustment to settings to make your PC easier to see, hear and use. On-board programs include: Magnifier, On-Screen Keyboard, Narrator Screen Reader, Speech recognitions, and keyboard control functions for mouse alternative navigation. View online at [www.microsoft.com/enable/](http://www.microsoft.com/enable/) or talk to our staff.

### **Apple's accessibility features**

Apple's operating systems include in-built accessibility features and programmes to allow user adjustment to suit individual needs with regard to vision, hearing, physical and motor skills and literacy and learning. Programs include: Zoom screen magnification, Voice Over screen reader, Text to Speech and assistive technologies that can help you navigate your computer even if you have difficulties using the keyboard, mouse, and trackpad. View online at [www.apple.com/accessibility/](http://www.apple.com/accessibility/) or talk to our staff.

### **Google's accessibility features**

Google has developed a range of tools to make using its software and products more accessible and user-friendly for people with disabilities. Products include ChromeVox with screen-reader, keyboard shortcuts and low vision features built into the Chrome web browser. View online at [www.google.co.nz/accessibility/products-features.html](http://www.google.co.nz/accessibility/products-features.html).

**Tip:** Many phones and devices now include inbuilt accessibility options. Being familiar with these features will enable you to make the most of these devices.

## Community assistance

Alongside assistance on campus, you may also need support in other everyday settings as you go about living your daily life. You may already have this assistance organised but might need to make sure the necessary adjustments are made to meet the demands of on-campus life and study. The following organisations provide assistance towards your daily living, including your home, educational and vocational pursuits. DSS will be happy to link you to further disability support groups and government organisations.

### Disability Support Link – DSL

Disability Support Link provides assessment and service co-ordination to assist in obtaining home support services for people with disability in the Waikato, King Country, Thames Valley and Coromandel Peninsula. Services include:

- › Household assistance
- › Personal care
- › Carer support
- › Residential care and support
- › Referrals to other support services.

For more information phone 0800 55 33 99 or visit [www.waikatodhb.govt.nz/disability-support-link/](http://www.waikatodhb.govt.nz/disability-support-link/).

### Support Net

In the Bay of Plenty District Health Board area, people with a disability can access support services through Support Net. It's a needs assessment and service coordination service for people with disabilities. For more information Freephone 0800 262 477, email [SupportNetBOP@bopdhb.govt.nz](mailto:SupportNetBOP@bopdhb.govt.nz) or visit [www.bopdhb.govt.nz/services/support-net/](http://www.bopdhb.govt.nz/services/support-net/).

## Training Support funds

Workbridge administers Training Support which can be used to cover study costs related to your disability, such as personal support, transport costs, equipment costs and New Zealand Sign Language interpreters. When other avenues of funding have been exhausted, Workbridge offers an additional maximum of \$15,600 for each individual. Anyone with a disability can submit an application and you don't have to be registered with Workbridge to access the funds.

Application forms and information are available from the Workbridge website [www.workbridge.co.nz](http://www.workbridge.co.nz).

For advice and information contact Support Funds Central Processing Unit phone 0508 967 527 or email [cpu@workbridge.co.nz](mailto:cpu@workbridge.co.nz).

## Ministry of Health

The Ministry of Health provides funding for a wide range of services and contract providers such as Disability Support Link and Enable New Zealand to support people with disability. Services include:

- › Needs Assessment and Services Co-ordination service – NASC
- › Equipment and Modification Services (includes housing and vehicle)
- › Hearing and Vision Services
- › Home and Community Support Services
- › Supported Living.

To read about the full range of services and how to access them from your local area, go to [www.health.govt.nz/yourhealth-topics/disability-services](http://www.health.govt.nz/yourhealth-topics/disability-services).

## ACC Accident Compensation Corporation

ACC provides financial and other support to encourage people to return to work after acquiring an injury or disability through an accident. If you are an ACC customer, contact your case manager to discuss an educational plan well before you start at the University and find out whether you are eligible for equipment or support. Phone 0800 101 996 or visit [www.acc.govt.nz](http://www.acc.govt.nz).

## Enable New Zealand (ENZ)

ENZ deliver a range of services for disabled people and their families, including contracted services for the Ministry of Health, District Health Boards and Accident Compensation Corporation. For more information phone 0800 362 253, email [enable@enable.co.nz](mailto:enable@enable.co.nz) or visit [www.enable.co.nz](http://www.enable.co.nz).

## Blind Foundation – students with vision impairment

Students with vision impairment may need to arrange for orientation and mobility training through the Blind Foundation before commencing their studies. Please contact the Blind Foundation on phone 0800 2433 33.

## Total Mobility

Total Mobility is a ‘door to door’ national transport scheme involving disability support agencies, taxi companies and local government. The scheme is designed to increase the mobility of people with disability to allow equitable access to the community.

For information regarding the scheme and your eligibility for Total Mobility vouchers, please contact either your local branch of CCS Disability Action, Waikato Regional Council or Bay of Plenty Regional Council.

## Our Commitment

The University is committed to:

- Removing any physical access barriers to ensure our campus is as accessible as possible for our students, staff and visitors with disabilities.
- Encouraging positive attitudes amongst students and staff towards people with disabilities.
- Developing and implementing procedures to address the requirements of students and staff with disabilities across all areas of the University.
- Providing reasonable accommodation in the form of teaching strategies, alternative assessments, and support assistance for students with disabilities in all aspects of academic programmes.
- Promoting the provision of disability support within all areas of academic learning, research, and employment opportunities.

*\*A “reasonable accommodation” refers to a support provision or strategy which, when put in place, aims to minimise any disadvantage due to the impact of a disability. It is not the intention to advantage any one person over another, but rather to ensure students and staff with disability are placed on a more equitable level with others.*