

## Appendix 1

### Special Needs Students – New Admissions through CAO – Revised 15<sup>th</sup> September 2010

1. Box ticked on CAO form?
2. If NO, CAO offers place, student accepts offer, proceed to number 9 below.  
If YES, proceed to number 3 below.
3. Appropriate data (ie names and addresses of students with disabilities who have indicated a course choice at LIT) is now received from CAO by the Admissions Office and copied to the Access Office.
4. Access Office LIT contacts each prospective applicant prior to offer of place and according to their CAO choice.
5. CAO offers place.
6. Student accepts an offer.
7. Admissions Office informs Access Office, of incoming students and retrieves supplied documentation from CAO.
8. Access Office contacts each applicant and requests supporting disability/special needs documentation as required. Where appropriate, the Access Office informs Heads of School/Department and School Administrators.
9. Student registers at LIT and at registration completes and submits LIT medical/disability/special needs forms. Information point for Access Office is available at registration.
10. Institute induction program offered to all first year students.
11. Access Office compiles lists of students with special needs in each department and informs Heads of School/Department and School Administrators.
12. Access Office contacts each student and:
  - 12.1 Identifies needs/supports and works out any special requirements.
  - 12.2 Requests any information outstanding.
  - 12.3 Informs School/Departments if information is outstanding.
13. Access Office (with student's consent) prepares detailed reports on each student for the initially by mid-October and ongoing as students present with documented needs:
  - 13.1 Head of School/Department – Full Report
  - 13.2 School Administrator – Full Report
  - 13.3 Examinations Officer (as appropriate)
  - 13.4 Computer Services (as appropriate)
  - 13.5 Library Services (as appropriate)
  - 13.6 Finance Office (as appropriate)
14. Access Office consults with Information Technology Manager who assists with the pricing of equipment.
15. Access Office prepares and sends disability support applications to the National Access Office according to deadlines issued by the HEA, and having informed the Finance Department.
16. Access Office receives response from the National Access Office and communicates this information to both the student and the Finance Department.
17. Finance Manager ensures compliance with EU and Department of Education & Skills reporting and auditing requirements.
18. Equipment purchased under the scheme must be registered on the Fixed Asset Register so as to be available for future students.