

# ELIGIBILITY POLICIES & PROCEDURES

## Documentation

1. *The ACCESS Department must have received documentation of your disability before you receive any services.*
2. *Students must sign all required documents, forms, and releases in order to receive services.*
3. *The documentation should be forwarded directly from a licensed professional or from an educational institution from which you have previously received disability services.*
4. *The ACCESS Department may request that you seek an additional evaluation if a) the presented documentation is older than three years, b) there has been a change in the nature or degree of your disability, or c) there has been the onset of an additional disability.*
5. *Hand-carried documents may be accepted at the discretion of the department director; however, additional supporting documentation may be required.*

## Provision of Services

6. *A student must complete a new Accommodations Agreement Form with his or her Resource Advisor at the beginning of each term in order to receive services.*
7. *Services are provided based on the testing results and recommendations in the documentation, as reflected in the ACCESS Department Accommodation Agreement Form.*
8. *Although the ACCESS Department will make a reasonable effort to obtain needed services and equipment to accommodate your disability, it cannot guarantee that all services or equipment will be available at the time requested.*

I acknowledge receiving and reviewing these policies and procedures and my obligations in order to be eligible for disability services from The ACCESS Department, Miami-Dade College, Wolfson 300 N.E. 2<sup>nd</sup> Avenue, #1180, Miami, Florida 33132

---

Student Signature

---

Date