
GRIFFITH UNIVERSITY DISABILITY DISCLOSURE STATEMENT

The University has a responsibility to provide all students with equal rights to participate in education and to be treated with dignity in a supportive learning environment. The University assists students with disabilities and/or significant health conditions (and students who are primary carers of people with disabilities and/or health conditions) to complete all University learning activities within the context that the interests of all parties affected are balanced and risks minimised.

All of the University's programs and courses are available to people with disabilities and/or significant health conditions (and students who are primary carers of people with disabilities and/or health conditions), unless a reasonable accommodation cannot be made that maintains the academic, clinical and professional requirements of the Program/Course detailed in the Program Learning Outcomes (PLOs) on the [Programs and Courses website](#), or will cause unjustifiable hardship to the University¹.

The [Griffith University Student Charter](#) asks students to disclose relevant information about circumstances that may impact on their capacity to undertake their studies and for the purpose of making reasonable adjustments. Students have the [option](#) to complete this non-compulsory Disclosure Statement. Students with a disability are advised that early notification and [registration with the Disabilities Service](#) is preferred so staff with expertise in making reasonable adjustments can assist, maximising opportunities for academic success. The University may be unable to provide specialised support to students who choose not to disclose in a timely manner. The University recognises that the student is the best source of information regarding their disability. The student will be consulted in relation to how their personal circumstances should be managed, along with supporting documentation from a health practitioner to ensure that the reasonable adjustment made is the most suitable.

Students are encouraged to read Attachments 1 and 2 of this document and/or review the resource [Choosing your Path, Disclosure: It's a personal decision](#) <http://pubsites.uws.edu.au/ndco/disclosure/> prior to completing this Disclosure Statement. Students are also advised to refer to the PLOs for their chosen program ([Programs and Courses website](#)), the Griffith University [Students with Disabilities Policy](#) and [Reasonable Adjustments for Assessment – Students with Disabilities Policy](#) and to speak with the [Disabilities Service](#) or their Program Director for assistance in completing the form and advice on further relevant University placement policies. Students with acute conditions, that have attempted assessments prior to the completion of this form, may refer to the Special Consideration provisions of the Griffith University [Assessment Policy](#).

The information provided in the Disclosure Statement is to be kept confidential and disclosed only to those persons who have a right to the information by virtue of their role. If a student discloses a disability or health condition to a University staff member outside of the Griffith University Disabilities Service, the staff member may seek the advice of the Griffith University Disabilities Service when making reasonable adjustments. Students that do not wish for their details to be disclosed to the Griffith University Disabilities Service should indicate on the form below that they do not consent to their information being shared (Section B). Students who are primary carers of people with disabilities and/or health conditions should advise on the form below whether they have the consent of the person they are caring for, when disclosing that person's identity and/or disability. Griffith University collects, stores, and uses this personal information for the purpose of ensuring the University exercises its duty of care to students and to the public. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, consult the University's [Privacy Plan](#) (www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan).

¹ Refer to the [Disability Standards for Education 2005](#)

Your details

Student ID

Family Name

First Name

Griffith Student Email

Telephone Number

Program Details

Program Title

Program code

1. Scope of Disclosure:

The disclosure being made is in relation to:

An entire program

Name of Program

A specific learning activity

Name of learning activity

A specific course

Course Code		Course Title	

A set of courses

Course Code		Course Title	

2. The Disclosure

Section A

Do you have a disability, health condition, or illness; or are you the primary carer of a person with a disability, health condition, or illness², that is likely to impact upon your capacity to fulfil the requirements of a learning activity in a University program e.g., professional experience, service learning activity, or a work-integrated learning placement? Refer to Attachment 2 for assistance.

Yes, please continue to complete Section B

No, please go to Section 3 to complete the Declaration.

² Disability is defined in the [Reasonable Adjustments for Assessment – Students with Disabilities Policy](#).

Section B

The Disclosure Statement is for the purpose of:

- identifying and evaluating risks to your own health and safety;
- identifying and organising appropriate education-related adjustments, if any, which may be made to enable you to successfully complete a learning activity;
- identifying and communicating how these adjustments may impact your ability to complete your course or program successfully; and
- assisting you to demonstrate the competencies to maintain student registration requirements in some professions, and where relevant, meet professional body requirements on graduation.

B (i) Are you currently registered with the University's Disabilities Service (Student Services)?

Yes, go to B (ii)

No, go to B (iii)

B (ii) If 'yes', have you already negotiated reasonable adjustments for your learning activity, professional experience or work-integrated learning placement with the assistance of the Disabilities Services Officer? Yes
No*

Do you agree to the involvement of the relevant Disabilities Services Officer in a conference with you, the Course Convenor/s and other key personnel to arrange appropriate adjustments for you to undertake the learning activity, e.g. professional experience, service learning experience or work-integrated learning placement? Yes
No**

*To facilitate reasonable adjustments for your learning activities you are advised to make contact with the [Disabilities Service](#) to arrange appropriate accommodations.

** If 'no', what additional information can you provide to enable us to support you appropriately? (You may include medical documentation from a health professional/specialist to support your request; or if you care for others other relevant supporting documentation such as Centrelink documents showing evidence of benefit and/or letter from a GP indicating responsibilities and impact on study) ensuring you obtain the consent of the person with the disability, if their identity will be disclosed).

B (iii) Do you consent to your details being shared with the Disabilities Service for the purposes of making reasonable adjustments for your study?

Yes

No, go to B (iv)

Please advise the impacts of your health condition, disability or illness, or of being the primary carer of a person with a disability, health condition, or illness in relation to the program, learning activity or course/s outlined in Section 1. Please include whether the impact is ongoing, temporary or fluctuating. You may include medical documentation from a health professional/specialist to support your request and may be required to provide further documentation at a later date if the condition is temporary.

B (iv) Please outline possible adjustments that the Program Director and/or the relevant Course Convenor/s are requested to consider in facilitating your participation in and completion of the program, learning activity or course outlined in Section 1.

Students are advised to contact their Program Director or Disabilities Services Officer if the circumstances above change or they no longer consent to their information being disclosed to the Disabilities Service.

3. The Declaration

I declare that to the best of my knowledge, the information I have provided in this Statement is true and complete for the purposes of disclosure.

I understand that the information is collected by the University in exercising its duty of care to both its students and others, including members of the public and those partner organisations/staff providing professional placements, who may be affected in the course of a learning activity.

I DO/DO NOT give consent for my information to be shared with my Program/Course Convener and any prospective placement supervisors.

I DO/DO NOT give consent for my information to be shared with a Disability Services Staff Member (if you do not give consent please be advised that staff may consult with Disabilities Services staff using de-identified information to assist in making reasonable adjustments).

Students who are primary carers of people with disabilities and/or health conditions should also obtain consent of the person with the disability, before disclosing the identity of that person or any identifiable documents pertaining to their disability. Griffith University acknowledges that in some circumstances a student may be unable to provide written consent, and in these instances provides a third party authorisation form that can be downloaded [here](#).

Student No:	Name:
Signature:	Date:

Please provide this document to:

1. your Program Director as early as possible
2. you are also encouraged to send a copy to [Disabilities Service](#) and register for support.

Directions for Program Directors and Course Convenors in relation to the Disclosure Statement

The Disclosure Statement is not compulsory for students to complete but should be made available in order to assist in making any reasonable adjustments for students with disabilities and/or significant health conditions, and students who are primary carers of people with disabilities and/or health conditions, to complete all University learning activities. The form should be made available on the Course Profile. Please ensure that any additional information to prepare students for placements or work-integrated learning is provided as appropriate. **Staff in receipt of this form should make contact with the relevant student within 10 working days.**

Students with disabilities, injuries or health conditions are encouraged to make contact with Disabilities Service to make appropriate adjustments. If students are registered with the Disabilities Service they can provide relevant information to support the student's support needs (subject to student permissions). If the student is not registered with Disabilities Service we encourage them to do so by contacting the Griffith University Disabilities Service (<https://www.griffith.edu.au/student-services/diversity-inclusion/transition-and-disabilities>). Staff considering making reasonable adjustments should consult the Disability Standards for Education at <https://www.education.gov.au/disability-standards-education-2005> and/or speak with the Griffith University Disabilities Service, ensuring permission is given before disclosing identifying student information. Staff unable to make reasonable adjustments to the satisfaction of the relevant student or those seeking expert assessment should advise the student to contact the Griffith University Disabilities Service where further advice can be provided.

The Disclosure Statement should be kept at the relevant School and/or Disabilities Service (if the student has consented to being managed by the Disabilities Service). All information should be kept confidential and secure and disclosed only to those persons who have a right to the information by virtue of their role. Permission must be sought from students first before information is shared with other parties as per the University's Privacy Plan. Students who are primary carers of people with disabilities and/or health conditions should obtain the consent of the person they are caring for when disclosing that person's identity and/or disability. Medical information should only be collected and stored to the extent it is required to consider and facilitate reasonable adjustments.

This form should not be altered in any way. Staff should get assistance from Disabilities Services staff if they require assistance.

Attachment 1. The Purpose of Disclosing

This extract has been reproduced from *Choosing your Path, Disclosure: It's a personal decision* <http://pubsites.uws.edu.au/ndco/disclosure/>

As in all instances of disclosure, it is essential to have a clear purpose in disclosing, which enables others to understand what is expected or asked of them. This is what makes disclosure effective. Students need to be clear about the reason for making the disclosure and what they are required to disclose to receive the support they require.

Often students may not have disclosed a disability at the commencement of study because:

- their personal circumstances may change after enrolment, such as a student acquiring a disability or medical condition
- a student's disability may progress and its impact on daily living may also increase they may feel more confident that disclosing at this time will not lead to discrimination
- course requirements including fieldwork or excursions may require the negotiation of reasonable adjustments a student may identify specific supports that will assist them in completing the course

It is essential that students state their purpose in disclosing their disability. This ensures that the disclosure can achieve a beneficial outcome.

Student Rights and Responsibilities when Disclosing at the Commencement of Study. Students have the right to:

- seek information about disability support services at any time during their course.
- appropriate education related adjustments and supports in relation to their disability, to enable them to successfully undertake their study.
- disclose only to disability support staff to identify and implement appropriate education related adjustments without having to disclose a disability to all relevant teaching staff
- have information about their disability treated confidentially and respectfully.

Students are responsible for:

- advising staff in a timely manner of their needs in relation to their disability, including education related adjustments, support and information.
- investigating and fully understanding the requirements of the course they are undertaking. If the student is planning to undertake a career which involves registration with a professional or authorising body, the student needs to be aware of the requirements of registration.

Failure to disclose may mean reasonable accommodations are delayed.

Attachment 2. Completing the Griffith University Disclosure Statement

Completing the Griffith University Disclosure Statement

