

Philosophy

Vancouver Film School (VFS) recognizes the importance of providing access to learning opportunities for all students, particularly those students with disabilities and with specific educational needs who require accommodation.

VFS's approach is one of self-advocacy and one in which students take personal responsibility for meeting their own educational needs. While the primary responsibility for the provision of service to students requiring accommodation rests with the VFS community as a whole, the decision for acceptance into the program is the responsibility of the student, the Admissions department and the Head of Student & Regulatory Affairs.

VFS is committed to supporting the successful learning of all students after they have been accepted into the program. Following acceptance, VFS will strive to provide, within reasonable time and resource limits, access to a range of appropriate services which will assist students to meet their educational goals.

Accommodations

For students requiring it, accommodations will be reasonable within the context of the learning environment and will not:

- compromise the essential requirements of a course or program; or
- pose a threat to personal or public safety; or
- impose undue hardship on the prospective student or VFS.

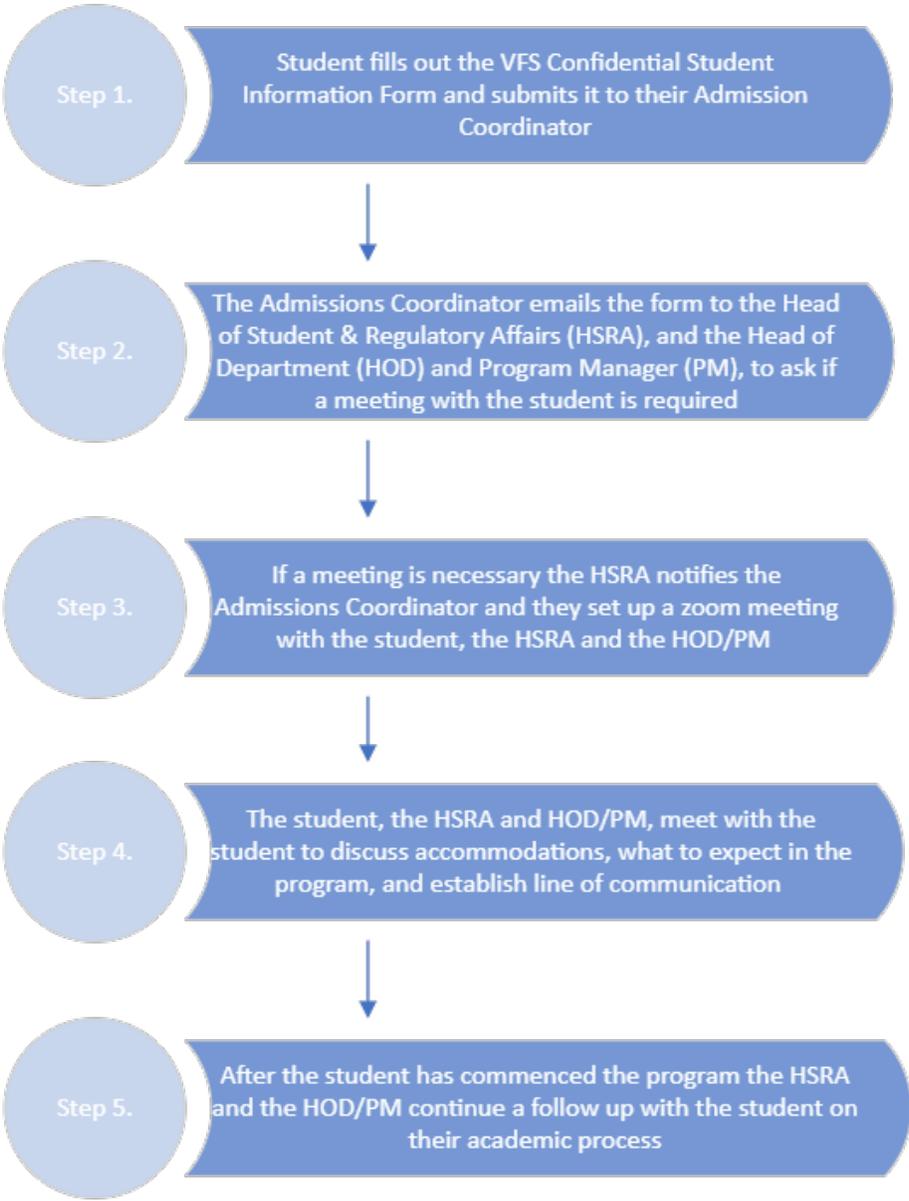
Transitioning Students

Services and accommodations experienced at other educational sectors or institutions (e.g., high school, college) may differ from what is provided at VFS. VFS does not assume responsibility for identifying Students with Disabilities, or the assessment or diagnosis of a Disability.

The Head of Student & Regulatory Affairs is responsible for making final decisions regarding reasonable accommodations. Once reasonable accommodations have been determined, implementation of those accommodations is a collaborative activity between the Head of Student & Regulatory Affairs, the program to which the student is enrolled, and various members of the VFS community including teachers and TAs.

Accommodations Review Process

Approved accommodations will remain in place and must be provided by the program administration and instructor(s) during the review process and until a final determination has been made.



(Figure 1. Accommodations Review Process)

Student Responsibilities

Students must participate in the process of developing an accommodation plan. This includes working with instructors, their program manager, and the Educational Administration team to develop accommodations that are appropriate to the requirements of the program, and utilizing available resources and support services provided by VFS. The provision of an accommodation provides enrolled students an alternative means of meeting essential course or program requirements. Fulfilling essential course or program requirements remains the student's responsibility.

Students seeking accommodation are expected to contact their Program Manager and the Head of Student & Regulatory Affairs to initiate the process of determining and arranging the appropriate accommodation in individual situations.

Specifically, students requiring accommodations will:

- (a) Identify their individual needs and provide appropriate documentation of their disabilities or accessibility challenges with sufficient notice given to enable VFS to make the necessary accommodations;
- (b) Engage in discussions and explorations of appropriate accommodation options that will facilitate their access in VFS programs or services;
- (c) Where appropriate, take reasonable measures to address their particular needs and personal requirements relating to the need for accommodation;
- (d) Fulfill their part in implementing the provisions of the accommodation.

An academic accommodation is an individualized modification of environments, materials, or requirements which provides the student with an alternative means of meeting essential course or program requirements.

Requests for Academic Accommodation may be denied where:

- there is insufficient evidence to support the request; or
- the student has failed to cooperate in the Academic Accommodation process or has refused a Reasonable Academic Accommodation proposed by VFS; or
- the requested Academic Accommodation is not a Reasonable Academic Accommodation.

Acceptance

In order for VFS to offer appropriate and sufficient support to students, it is necessary that in the application process, students fully disclose any disabilities or specific educational requirements that may have, and to provide medical documentation that clearly identifies the ways in which they require accommodation.

Appendix 1: Confidential Student Information Form

This form, as part of the enrollment package, is sent by an admissions coordinator once a student is accepted to the program.

Step 1. After filling out this form and emailing it to their admissions coordinator, this form will also be shared with the Educational Admin team.

Step 2. The admissions coordinator schedules a meeting with the HSRA and the HOD/PM and the student to discuss accommodations.



Confidential Student Information Form

*Please fill out and email this form to your Admissions Coordinator only if any sections apply to you.

IF NO SECTIONS OF THIS FORM APPLY TO YOU DO NOT RETURN THIS FORM.

VFS continually strives to offer an inclusive and diverse learning environment. We are committed to supporting the successful learning of all students and VFS recognizes the importance of providing additional supports particularly for those students with health challenges, learning difficulties and specific educational requirements. In order for VFS to offer appropriate, sufficient and reasonable support it is necessary that students fully disclose any specific educational requirements they may have for which they will require academic consideration or accommodation. The primary purpose of gathering this information is to provide support and will remain confidential to relevant parties.

Please consider the following questions and provide examples in the text box below if any of these apply to you.

- Do you have a physical or health condition that may affect your education that VFS should be aware of in case of emergency?
- Do you have mental health challenges that may affect your education that VFS should be aware of?
- Have you had previous academic accommodations to support a learning or mental health difficulty? If so, will you require academic accommodations while attending VFS?

First and Last Name

Additional information

PERSONAL PRIVACY POLICY: The information collected on this form will be used for educational accommodation purposes and other fundamental activities related to attending course of instruction at VFS. VFS will protect and safeguard personal information and only provide access to authorized employees. The VFS Student Handbook contains the full VFS policy, which is in compliance with British Columbia's Personal Information Protection Act.

Appendix 2: Assistive Technologies

Assistive technologies increase a student's opportunities that support a student's participation in learning experiences.

For example, English language learners in particular benefit from the reinforcement of vocabulary and concepts through pictures, graphics, and videos. They also benefit from being able to use technology to express themselves. Technology helps English language learners find a voice, easing the transition to a new language.

The following are three ways in which any students, including ESL/EFL students, may benefit from assistive technologies.

1. Voice to Text: Use Live Caption in Chrome
2. Google Translate to VFS Website in a chosen language
3. Text to Speech: Screen Reader

To access the document:

<https://drive.google.com/file/d/1eGIMcURQhSeisMZ5PCsNxRPAENkpW6-L/view?usp=sharing>