

Fanshawe College Student Parking Accommodation Request Guidelines

Purpose

Fanshawe College is committed to the inclusion and accommodation of individuals with disabilities. The College makes every reasonable effort to ensure that all procedures and practices uphold the principles of dignity, individualized assessment and confidentiality, in accordance with the integrated accessibility standards under the *Accessibility for Ontarians with Disabilities Act, 2005*. The purpose of this document is to provide students with guidelines surrounding parking accommodation requests due to disabilities.

These guidelines will assist in:

- Understanding the rights of individuals with disabilities, with respect to parking accommodations;
- Establishing that the *Student Parking Accommodation Request Process* will be managed within Counselling and Accessibility Services (CAS); and
- Providing a framework for managing student requests to ensure students with disabilities who require parking accommodations are appropriately supported, subject to medical considerations and availability of suitable parking spaces.

Confidentiality & Documentation

The information provided will only be used to review the application and assess the student's request. Counselling and Accessibility Services (CAS) needs brief documentation from a regulated healthcare practitioner confirming the student's need.

Student Accommodated Parking Application Process

1. Students registered with CAS could make a parking accommodation request through their Accessibility Advisor.
2. Students not registered with CAS can contact accessibility@fanshawec.ca to get the application process started.
3. Each application, including supporting documentation, is reviewed on a case-to-case basis. It is the responsibility of the requester to follow-up with their health care provider for any required documentation and ensure documents are submitted in a timely manner.

4. If the application meets the criteria, CAS will use the following email template to notify parking@fanshawec.ca with a cc to bhaggith@fanshawec.ca concerning next steps:

“(Student Name, Student Number)’s application for accommodated parking has been reviewed and approved for implementation.

The student requires the following accommodation: (CAS to input/copy-and-paste the recommendation from the student’s doctor’s note.)

Once determined, please communicate the details and associated cost of the assigned parking lot directly to the student via the following email: _____.”

5. Parking Services assigns the appropriate parking based on the recommendation received from CAS and notifies the requester directly via the email address provided.
6. If no space is available, Parking Services should consult with CAS.

Support in Complex Cases

For complex cases, CAS may consult with the Centre for Equity, Diversity and Inclusion (CEDI) for additional review prior to connecting with Parking Services.

REFERENCES

Ontario Human Rights Code
Accessibility for Ontarians with Disabilities Act
Freedom of Information and Protection of Privacy Act (FIPPA)
Personal Health Information Protection Act (PHIPA)
Ontario Human Rights Commission: Guidelines on Accessible Education (Approved by the Commission September 29, 2004)
Ontario Human Rights Directive to Post-Secondary Institutions April 2016

Related College Policies

A101: Accommodation of Applicants and Students with Disabilities
P208: Respectful College Community and Prevention of Harassment and Discrimination
P103: Safe College Campus

NOTE: If this form is required in an alternate format, please contact accessibility@fanshawec.ca