

SCHEDULE J

ACCOMMODATIONS POLICY

Statement of Commitment:

OREA Real Estate College is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, marital status, family status, and disability. OREA Real Estate College commits to provide accommodation for needs related to the grounds of the *Human Rights Code (Ontario) (the "Code")*, unless to do so would cause undue hardship to OREA Real Estate College.

Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. OREA Real Estate College will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

OREA Real Estate College will make efforts to build or adapt its educational services to accommodate students with Code related needs in a way that promotes their inclusion and full participation. Preventing and removing barriers means all students should be able to access their environment and face the same duties and requirements with dignity and without impediment.

Objectives of the Policy:

The purpose of this Accommodation Policy is to:

- Ensure that all staff and students of OREA Real Estate College are aware of their rights and responsibilities under the Code with respect to accommodation;
- Set out in writing OREA Real Estate College's procedures for accommodation and the responsibilities of each of the parties to the accommodation process.

Application of the Policy:

This Accommodation Policy applies to all students of OREA Real Estate College.

Requests for Accommodation:

Requests for accommodation should be made to **Director, OREA Real Estate College at shelley@orea.com**. Accommodation requests will be dealt with promptly. Where necessary, interim accommodation will be provided while long-term solutions are developed.

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- The Code ground with respect to which accommodation is being requested;
- The reason why accommodation is required, including enough information to confirm the existence of a need for accommodation; and

- The specific needs related to the Code ground.

All accommodation requests will be taken seriously. No student will be penalized for making an accommodation request.

The Accommodation Process:

At the heart of the accommodation process is the responsibility, shared by all parties, to engage in meaningful dialogue about accommodation, and to seek out expert assistance as needed. Shelley Koral, Director, OREA Real Estate College, the student requesting accommodation related to a Code ground and, where appropriate, any necessary experts will work together cooperatively, engage in the process, share information and avail themselves of potential accommodation solutions to develop an accommodation plan for the student.

There is no set formula for accommodation. Each student's needs are unique and will be considered when an accommodation request is made.

Shelley Koral, Director, OREA Real Estate College may require further information related to the accommodation request, in the following circumstances:

- Where the accommodation request does not clearly indicate a need related to a Code ground;
- Where further information related to the student's limitations or restrictions is required in order to determine an appropriate accommodation;
- Where there is a demonstrable objective reason to question the legitimacy of the student's request for accommodation.

Where expert assistance is necessary in order to identify accommodation needs or potential solutions, the student seeking accommodation is required to cooperate in obtaining that expert advice.

Failure to respond to requests for further information may delay the provision of accommodation.

Shelley Koral, Director, OREA Real Estate College will maintain information related to:

- the accommodation request;
- any documentation provided by the student seeking accommodation or by experts;
- notes from any meetings;
- any accommodation alternatives explored; and
- any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's academic file, and will be shared only with those persons who need the information.

Roles and Responsibilities in the Accommodation Process:

The student with a Code related need has a responsibility to:

- advise OREA Real Estate College of the need for accommodation

- make his or her needs known to the best of his or her ability so that OREA Real Estate College may consider the requested accommodation
- answer questions or provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate, and as needed
- participate in discussions regarding possible accommodation solutions
- co-operate with any experts whose assistance is required
- fulfill agreed upon responsibilities, as set out in the accommodation plan
- work with OREA Real Estate College on an ongoing basis to manage the accommodation process
- advise OREA Real Estate College of difficulties he/she may be experiencing in accessing educational life, including problems with arranged accommodations.

OREA Real Estate College has a responsibility to:

- advise students of available accommodations and support services, and the process by which these resources may be accessed
- accept a student's request for accommodation in good faith (even when the request does not use any specific formal language), unless there are legitimate reasons for acting otherwise
- take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions as part of the duty to accommodate
- obtain expert opinion or advice where needed, and bear the costs of any required disability-related information or assessment
- maximize a student's right to privacy and confidentiality, including only sharing information regarding the student's Code related needs with those directly involved in the accommodation process
- limit requests for information to those reasonably related to the nature of the need or limitation, and only for the purpose of facilitating access to educational services
- deal with accommodation requests in a timely manner

Privacy and Confidentiality:

OREA Real Estate College will maintain the confidentiality of information related to an accommodation request, and will only disclose this information with the consent of the student seeking accommodation.

Accommodation Plan:

The accommodation plan, when agreed on, will be put in writing, and signed by the student requesting accommodation and Shelley Koral, Director, OREA Real Estate College.

Depending on the student's individual needs, an accommodation plan may include:

- a statement of the student's relevant limitations and needs, including any necessary assessments and information from experts or specialists bearing in mind the need to maintain the confidentiality of medical reports

- arrangements for necessary assessments by experts or professionals
- identification of the most appropriate accommodation short of undue hardship
- a statement of the specific services and supports required by the student (*e.g.*, assistive technology devices)
- ordering any necessary products or services
- incorporation of input from student
- clear timelines for the various stages of the accommodation process
- criteria, procedure and schedule to determine whether the accommodation is facilitating the student's educational goals
- a mechanism for review and re-assessment, where necessary, to determine whether the student's accommodation needs are being met
- an accountability mechanism (for example, if plan not implemented, or if not implemented effectively or in a timely fashion)

Monitoring Accommodations:

The Director, OREA Real Estate College, Shelley Koral, and the student receiving accommodation shall monitor the success of the accommodation plan, and shall promptly address any deficiencies or any relevant changes in OREA Real Estate College or the student's needs.

Undue Hardship:

Accommodation will be provided to the point of undue hardship. A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, if any, and, health and safety requirements, if any. It will be based on objective evidence.

A determination that an accommodation will create undue hardship may only be made by the Director, OREA Real Estate College, Shelley Koral.

Where a determination is made that an accommodation would create undue hardship, the student requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon.

Where a determination has been made that an accommodation would cause undue hardship, OREA Real Estate College will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

OREA REAL ESTATE COLLEGE

STUDENT REQUEST FOR ACCOMMODATION

INSTRUCTIONS FOR SUBMITTING THIS DOCUMENT

Note: OREA Real Estate College (“College”) has an Accommodation Policy, which reflects the College’s commitment to providing an inclusive environment, free from barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, marital status, family status and disability. As set out in the Accommodations Policy, the College is committed to provide accommodation for needs related to the grounds under the Human Rights Code (Ontario) (“Code”), unless to do so would cause undue hardship to the College.

In order to determine if it has a duty to accommodate the student, and if it does, what accommodations may be appropriate, the College requires information regarding the student’s restrictions or limitations including, where appropriate information from health care professionals. Please complete this Student Request for Accommodation form and submit the original promptly to: Shelley Koral, Director – OREA Real Estate College, 99 Duncan Mill Road, Don Mills, Ontario, M3B 1Z2. A fax copy of the original may be accepted in advance, but not in place of the original document.

Please use a fax cover page when submitting this form by fax. Send fax to 416-445-2113.

All accommodation requests will be taken seriously by the College, and no student will be penalized for making an accommodation request.

TO BE COMPLETED BY THE STUDENT

Please respond to the following questions:

1. The Code ground with respect to which accommodation is being requested: _____ . If your request for accommodation relates to a disability please complete and sign the attached consent to release medical information and give it to your health care professional. It will allow him/her to complete the health care professional’s certificate. Please have your health care professional complete and sign the health care professional’s certificate.

2. The reason why accommodation is required, including any relevant restrictions or limitations: _____

3. What specific accommodations are you seeking? _____

Note: Protection of Privacy

The information on this form is required to process your request for accommodation and such information shall be used only in connection with this request. The OREA Real Estate College complies with the federal *Personal Information Protection and Electronic Documents Act* (“PIPEDA”). The practices, procedures and policies concerning the collection, use and disclosure of personal information provided to the OREA Real Estate College can be found in the OREA Privacy Policy at www.orea.com and www.oreacollege.com.

OREA REAL ESTATE COLLEGE
STUDENT REQUEST FOR ACCOMMODATION

TO BE COMPLETED BY STUDENTS REQUESTING ACCOMMODATION DUE TO A DISABILITY

CONSENT TO RELEASE MEDICAL INFORMATION

TO: _____ [insert name and address of health care professional]

STUDENT'S NAME _____ STUDENT IDENTIFICATION NUMBER _____
(PLEASE PRINT)

I hereby authorize you to release any medical information, including any medical reports, charts, test results and other relevant information to the OREA Real Estate College and its representatives (the "College") for the purposes of determining if I require accommodation due to disability and to supply additional information relating the provision of accommodation. I also authorize you discuss my medical restrictions, limitations and need for accommodation with the College.

SIGNATURE OF STUDENT: _____ DATE: _____

TO BE COMPLETED BY THE REGULATED HEALTH PROFESSIONAL

HEALTH CARE PROFESSIONAL'S CERTIFICATE

I hereby certify that I provided health care services to _____

[insert full name of student], a student at the OREA Real Estate College, on _____ [insert date(s)].

- Please provide the reason why accommodation is required, including any relevant medical restrictions or medical limitations.

- Please set out the specific needs related to the disability.

Note: Protection of Privacy

The information on this form is required to process your request for accommodation and such information shall be used only in connection with this request. The OREA Real Estate College complies with the federal *Personal Information Protection and Electronic Documents Act* ("PIPEDA"). The practices, procedures and policies concerning the collection, use and disclosure of personal information provided to the OREA Real Estate College can be found in the OREA Privacy Policy at www.orea.com and www.oreacollege.com.

OREA REAL ESTATE COLLEGE
STUDENT REQUEST FOR ACCOMMODATION

- What accommodation(s) do you recommend?

- Is the condition permanent or, if temporary, for what period of time will the accommodation(s) be required?

VERIFICATION BY HEALTH CARE PROFESSIONAL

SIGNATURE

DATE

NAME (Please Print)

**NAME OF HEALTH PROFESSION COLLEGE
OF WHICH YOU ARE A MEMBER**

REGISTRATION No.

ADDRESS (STAMP, BUSINESS CARD OR LETTERHEAD ACCEPTABLE)

TELEPHONE NUMBER

PLEASE RETAIN COPY FOR THE PATIENT'S CHART.
NOTE: Any cost for this certificate must be paid by the patient.

Note: Protection of Privacy

The information on this form is required to process your request for accommodation and such information shall be used only in connection with this request. The OREA Real Estate College complies with the federal *Personal Information Protection and Electronic Documents Act* ("PIPEDA"). The practices, procedures and policies concerning the collection, use and disclosure of personal information provided to the OREA Real Estate College can be found in the OREA Privacy Policy at www.orea.com and www.oreacollege.com.