

**HOBART AND WILLIAM SMITH COLLEGES  
CENTER FOR TEACHING AND LEARNING**

**DISABILITY INTAKE FORM**

**Directions:**

- Please fill out the information below as completely as possible *if you are requesting accommodation(s) based on disability*.
- Submit this application with professional documentation of your disability. Documentation must verify the disability and the need for accommodation. Documentation guidelines are available on the CTL web page or upon request from CTL. Please keep a copy of your documentation; CTL holds documentation for five years after a student leaves the college, at which time it is destroyed.
- Students requesting services should schedule a meeting with the Specialist for students with disabilities to discuss their needs and develop an individualized accommodation plan.
- Incoming students requesting accommodation are encouraged to apply for services as soon as possible after acceptance to HWS. However, students may do so at any time while enrolled at the colleges.

Please give a brief description of your disability,

When was your disability diagnosed? By whom?

Please describe your learning strengths, strategies and services you have found useful in the past, as well as requested accommodation(s).

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this form and all materials to:

Coordinator, Disability Services  
Center for Teaching and Learning  
Hobart and William Smith Colleges  
Harris House, 678 S. Main St.  
Geneva, NY 14456  
Phone (315) 781-3351 Fax (315) 781-3862

<http://www.hws.edu/academics/enrichment/ctl>