

## Accessibility for Ontarians with Disabilities Act (AODA) Policy

Physically challenged students — whatever the origin, nature, or seriousness of their handicaps or disabilities — have the same fundamental right to human dignity as their fellow students. Under the Ontario Human Rights Code, “Everyone has the right to be free from discrimination because of a handicap.” In addition, in the Province of Ontario, everyone is protected under the Accessibility for Ontarians with Disabilities Act.

### Assistance Policy for Applicants and Students with Disabilities

NetSoft College of Technology aims to meet the obligations of the Ontario Human Rights Code and does its best to protect the privacy and confidentiality of people who have disabilities. It is committed to removing all barriers that hinder their progress.

Any disabled NetSoft applicant will be given the same testing and interview process. However, these processes might be modified at any point to accommodate individual needs. This can vary from case to case and includes extra time, the use of an interpreter or guide dog, etc. Individuals still need to pass the same admission competency tests. If any program has additional entrance requirements, like fitness, health, or criminal background checks, they also need to be passed. Further, individuals will be required to pay for their tuition fees, academic materials, and other fees.

NetSoft realizes that it must accommodate the needs of students with any kind of disability and is in favour of doing so as much as possible. After the entry process has been completed and application fees have been paid, NetSoft will discuss with the applicant how their needs can be fulfilled. The final decision regarding whether accommodating their requirements will cause any undue hardship will vary depending on the circumstances of each request and will be considered on a case-by-case basis.

Determination will consider the following factors:

1. The cost of accommodating the student’s needs.
2. The effect of the proposed adjustment on NetSoft’s financial position and budget.
3. The availability of grants, subsidies, tax deductions, government benefits, and other outside funding to NetSoft through government programs or otherwise. These should be: (1) linked to the disability of the student; (2) helpful to NetSoft in defraying the cost of accommodation; and (3) available for use for this purpose by NetSoft.
4. Whether the nature of the delivery of education programs and services for all students would be changed substantially or permanently.

Any person who requests an accommodation for their individual needs will be greeted warmly. Not only will the individual be provided with the same services as any other person, but NetSoft will also pay for any additional nominal costs that are required, such as sign language interpreters for initial interviews and subsequent meetings.

Any student who requires assistance in this process can request a *Student Request for Disability Accommodations* form from their Education Consultant. The Manager, Training Department will give their full effort to make a feasible plan to ensure the success of every disabled student.

The meeting with the Manager, Training Department will proceed as follows:

1. The applicant will:
  - a. Talk to the Manager, Training Department and explain their particular accommodation so that the nature of the disability can be determined.
  - b. Discuss their educational history and help NetSoft understand how past issues were resolved.
  - c. Provide some references to past educators so that NetSoft can check the educational history with them and explore all possible opportunities.

2. The applicant will:
  - a. Provide NetSoft with a list of possible options to overcome their disability. The list should be ranked in the order of most preferred options.
  - b. Provide NetSoft with an approximate cost of the expenditure that each preferred accommodation option will take, along with backup documentation.
  
3. The applicant will:
  - a. Explore other opportunities that were not presented.

Plans that are made to accommodate individual needs will be shared with instructors.

NetSoft will help in providing assistance to deaf and hearing-impaired students. This includes paying for some of the cost of the sign language interpretation in cases when necessary. However, NetSoft agrees with the Ontario Human Rights Commission that providing sign language interpretation to deaf or hearing-impaired people might not be the best course of action in every circumstance. In all cases, NetSoft will assess the plea for assistance to decide if it will cause any undue financial hardship — if so, NetSoft will investigate and provide the next-best option.