**Template letter for initial request for reasonable adjustments in Higher Education (England and Wales)**

[POSTAL OR EMAIL ADDRESS OF HIGHER EDUCATION INSTITUTE]

[YOUR POSTAL OR EMAIL ADDRESS FOR THEIR RESPONSE]

Date: [DATE YOU SEND THE LETTER OR EMAIL]

Dear Sir/Madam,

**Request for reasonable adjustments**

I am writing to formally request that reasonable adjustments are put in place to allow me to access my higher education course.

[INSERT DETAILS OF YOUR HEARING LOSS, HEARING TECHNOLOGY AND COMMUNICATION PREFERENCES].

**Note: Include only one of the following paragraphs.**

[IF YOU HAVE NOT YET BEGUN YOUR COURSE] I am due to start my [INSERT COURSE NAME] course on [INSERT START DATE]. I would like to ensure that reasonable adjustments are put in place before I start so I am able to access my course.

OR

[IF YOU ARE CURRENTLY STUDYING ON YOUR COURSE] The Equality Act 2010 states that I am protected against unlawful discrimination by you as a higher education institution because of my deafness. I feel I am currently at a substantial disadvantage as I am unable to access my higher education programme of study of [INSERT NAME OF COURSE] at [INSERT NAME OF HIGHER EDUCATION INSTITUTION]. [INSERT BRIEF DESCRIPTION OF THE ISSUES CAUSING YOU DIFFICULTY AS A RESULT OF THE LACK OF REASONABLE ADJUSTMENTS.]

I believe the following would be reasonable adjustments for my disability:

* [LIST REASONABLE ADJUSTMENTS (British Sign Language (BSL) interpreter/notetaker)].

Please let me know in writing within 14 days if you believe you will be able to implement the agreed reasonable adjustments. If you are not able to, please give your written reasons for this.

I look forward to hearing from you.

Yours faithfully,

[INSERT YOUR NAME AND STUDENT ID HERE]