HOWARD PAYNE UNIVERSITY Office of Academic Success – Learning Assistance

REQUEST FOR SERVICES

Please complete this form and return it, along with documentation supporting your request to receive learning assistance. Please note that your request will be reviewed after all documentation is received. All learning assistance requests will be evaluated based on your supporting documentation. Documentation guidelines are available online. https://www.hputx.edu/academics/the-collegium/learning-assistance-services/.

After all documentation has been submitted, please contact the Office of Academic Success - Learning Assistance by email or phone to setup an appointment.

Student Information:						
Last Name:	First Name:		M.I.	Student ID		
Street Address:				Apartment/Unit #:		
City:	State:			Zip:		
Phone:	Email:					
Date of Birth:	Sex: Male Female C			Contact by: Phone Email:		
Local Address (If same as listed above, please write "same".)						
Enrollment Information:						
Date of Enrollment	Major:					
What semester do you want accommodations to begin? Fall Spring Summer I Summer II						
Accommodations: Please include a list of any medications you are currently taking.						
List of previous academic accommodations provided:						
Name of Vocational Rehabilitation Counselor (DARS),City and State						
Please indicate the disability(ies) for which you are seeking services:						
ADHD/ADDL	earningVisual	· <u></u>	Mobility	HearingOther		
Explanation of Other:						

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Emergency Contact:					
Name	Relationship		Phone		
Address	City, State		Zip		
Confidentiality Statement: The Office of Learning Assistance has my permission to discuss the nature or type of my disability-related needs with HPU faculty/staff, and other agencies as needed to provide appropriate services and accommodations.					
Yes		No			
Signature:		Date:			
Name of person completing this form (if other than self)		Date:			

Submit this request and supporting documentation to:

Office of Academic Success – Learning Assistance
Attn: Celeste Justice
Howard Payne University
1000 Fisk Street
Brownwood, Texas 76801
(325) 649-8620
cjustice@hputx.edu