



## Special Accommodations Request Form

The Academy of Life Underwriting (ALU) is dedicated to complying with the Americans with Disabilities Act (ADA), including providing reasonable accommodations for students with disabilities who sit for our exams.

ALU requires documentation from the medical provider or institution that diagnosed and/or is treating the student who is requesting the accommodation. This documentation must be sent on the letterhead of the provider/institution. This documentation should include:

- Name, title, and contact information of the provider/institution
- Signature of the provider/specialist
- Verification of the disability/condition
- A description of recommended accommodations that match the request listed on the form

After completing all fields on this form, send a copy of both the form and the accompanying documentation to [registrar@alu-web.com](mailto:registrar@alu-web.com), and allow for 10 business days for review. All request forms must be received at least 30 calendar days prior to the registration deadline, or the request may not be considered.

Date:

Name:

Email Address:

Address:

Telephone Number:

Please indicate which accommodation(s) you would like to request:

Scratch paper with pen/pencil

Additional restroom break(s)

Additional time to complete exam. Amount requested:

Alternate exam form. Written, braille, etc.:

Screen reader (digital or a person)

Other (Specify):

ALU may request additional information if the submitted documentation is incomplete or does not support your accommodation request.

Signature:

**PLEASE NOTE: DO NOT REGISTER FOR AN EXAM BEFORE RECEIVING A RESPONSE TO YOUR REQUEST.**