

Sample

Verification of Accommodation letter

(Actual letter appears on Queen's University official letterhead and includes an original signature by a QSAS employee)

<Month, Day, Year>

Re: <First and Last Name>
<Queen's Student Number>

To Whom It May Concern,

This letter serves as a **Verification of Accommodation** for <first and last name>. <First name> first registered with Queen's Student Accessibility Services (QSAS) in <Month, Year>.

Consistent with the University's documentation requirements informed by the *Ontario Human Rights Code* and the Ministry of Training, Colleges, and Universities, <first name> provided documented evidence confirming that they are a person with a disability.

Based on this documentation and in conjunction with our screening and intake procedures, Queen's University granted <first name> the following academic accommodations in all courses:

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Please contact QSAS at 613-533-2506 or accessibility.services@queensu.ca with any questions about this Verification of Accommodation letter.

Sincerely,

QSAS Staff