This Guideline is in accordance with the Accessibility Standards for Customer Service, Ont. Reg. 429/07, developed under the Accessibility for Ontarians with Disabilities Act, 2005. Documents related to accessibility are available at www.brescia.uwo.ca/accessibility

1. Our Commitment

Brescia University College is committed to providing goods and services in a manner that respects the dignity and independence of persons with disabilities.

Brescia University College is committed to ensuring that persons with disabilities have an equal opportunity to access goods and services. The University will integrate the provision of goods and services to persons with disabilities into its practices and procedures unless an alternative, separate measure is necessary to enable persons with disabilities to obtain, use and benefit from the provided goods and services.

The University encourages open communication with persons with disabilities in order to ensure that its goods and services are accessible.

2. Providing Goods and Services to People with Disabilities

Brescia University College is committed to excellence in serving all customers, including persons with disabilities, and we will carry out our functions and responsibilities in the following areas:

2.1 Communication

Brescia University College will communicate with people with disabilities in ways that take into account their individual requirements. We will train our employees on how to effectively interact and communicate with people who have various disabilities.

2.2 Telephone Services

Brescia University College is committed to providing fully accessible telephone services. We will train our employees to communicate over the telephone in clear and plain language and to speak clearly and slowly.

We will offer to communicate with customers by email if telephone communications is not suitable to their communication needs or is not available.
2.3 Assistive Devices
Brescia University College welcomes persons with disabilities to use assistive devices to obtain, use or benefit from our goods and services.

2.4 Billing
Brescia University College is committed to providing accessible invoices to all our customers and, upon request, our invoices will be provided in an alternative formats.

3. Use of Service Animals and Support Persons

Brescia University College welcomes persons with disabilities who are accompanied by a service animal onto the parts of our premises that are open to the public.

Brescia welcomes persons with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter Brescia’s premises with his or her support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person, provided that the interaction between the person and his/her support person does not compromise academic integrity by removing or otherwise undermining essential requirements of courses or academic programs.

In the case where a fee will be charged for the admission of a support person, the fee will be communicated and posted accordingly by the Unit/Department through their website, brochure or other public methods.

4. Notice of Temporary Disruptions to Service

Brescia University College will provide notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities.

A notice regarding a temporary disruption will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed in relevant conspicuous locations on our premises and, when appropriate, shall be placed on the University’s accessibility website at www.brescia.uwo.ca/accessibility

5. Training for Staff

Brescia University College will provide training about accessible goods and services to faculty and staff members, contractors, volunteers, and others who interact with members of the public who wish to obtain, use or benefit from goods and services provided by Brescia. Members of the public include, but are not
limited to, students, alumni, retirees, visitors, and employees of Brescia when acting in the role of a student, alumnus, visitor, etc.

Training will also be provided to every person involved in the development of policies, practices and procedures regarding the provision of goods and services.

Training will occur on an ongoing basis and whenever changes are made to relevant policies, practices and procedures. Training will be provided to each person as soon as practicable after he or she is assigned applicable duties.

Training will include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, the requirements of the Customer Service standard, and information about the following matters:

- How to interact and communicate with people with various types of disabilities.
- Brescia’s policies, practices and procedures relating to the provision of goods and services to persons with disabilities.
- How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- How to use equipment or devices available at the University that may help with the provision of goods or services to a person with a disability.
- What to do if a person with a disability is having difficulty accessing the University’s goods and services.

The University will keep records of the training provided, including dates on which training is provided and the number of individuals to whom it is provided.

Further information regarding training may be found at:
www.brescia.uwo.ca/accessibility

6. Feedback and Comments

The University welcomes feedback regarding the way in which the University provides goods and services to persons with disabilities. Information regarding the University’s feedback process may be found at:
www.brescia.uwo.ca/accessibility