# Open College of the Arts ICT Exceptional Exemption Application

OCA will consider appropriate exemptions for ICT usage. The requirements for ICT use are set out in the Student Regulations (1. Conditions of Enrolment, Information and Communications Technology 3.1). If you believe you meet the criteria for exemption please complete the form below and return it with the required supporting evidence to Learner Support at: Open College of the Arts, Michael Young Arts Centre, Room 201, DMC02, County Way, Barnsley, S70 2AG

.. OCA is not able to consider exemption requests submitted without supporting evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname |  |
|  |  |  |  |
| Student Number |  |  |  |

***Please select the reason for which you are requesting an exemption***

|  |  |  |
| --- | --- | --- |
| Medical |  |  |
|  |  |  |
| In a secure Institution (HMP/Hospital) |  |  |
|  |  |  |
| Because of parole conditions |  |  |

***Please tell us which ICT elements you are asking for an exemption from***

**Online Exemptions** **Computer Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internet Access |  |  | Word Processing |  |
|  |  |  |  |  |
| Email |  |  | Other – please state |  |
|  |  |  |  | |
| Student website |  |  |
|  |  |  |
| Blog (mandatory for Photography & Moving Image) |  |  |
|  |  |  |
| All the above |  |  |

***Please outline as briefly as you can the circumstances that have prompted you to request an exemption***

|  |
| --- |
|  |

**Please summarise the evidence you have provided to support your exemption request**

|  |
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|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |



*Office Use Only*

**Authorisation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approved |  |  | Not approved |  |  |
|  |  |  |  |
|  |  |  |  |
| If the request is *not approved*, give reasons why | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  | |
|  | |  | |
| Positions |  |  | |
|  | |  | |
| Signature |  | Date |  |