

## Personal Care Attendant Policy and Agreement

The University of Virginia's College at Wise makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. In keeping with this commitment, Personal Care Attendants (PCAs) may be necessary to address the personal needs of a student with a disability so that he/she can participate in the College's activities, services, and programs. In order for the student who requires PCA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PCA who is not a family member or close friend. An otherwise qualified student who requires personal attendant services must make arrangements to provide for his/her own personal attendant service. The College does not assume coordination or financial responsibilities for personal attendant services.

### It is the student's responsibility to:

- Submit appropriate documentation to Disability Support Services that supports the necessity of having a PCA.
- Secure a PCA prior to attending any college-related activity i.e. placement testing enrollment and class attendance. (The College will not be responsible for providing a PCA on an interim basis.)
- Ensure that each PCA registers with Disability Support Services and signs the Personal Care Attendant Agreement each academic year.
- Ensure that if personnel changes occur during the semester, he/she and the new PCA registers with Disability Support Services and sign a new PCA Agreement Form.
- Direct the activities of the personal care attendant while at the College.
- Have a back-up plan or alternative plan of action should the regular PCA not be available to work with them on a particular day or in a particular class.
- Follow the College's policies and abide by the Student Handbook.
- Pay for all PCA services, including but not limited to housing and meal plans if living on campus. Students who live on campus must have same-sex PCA's.

### A PCA is expected to:

- Follow all applicable College policies, rules, regulations, and procedures.
- Assist the student before and after class but wait outside the classroom (unless deemed appropriate by documentation and approved by DSS).
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student
- Refrain from intervening in conversations between the student and faculty, staff or other students
- Refrain from discussing any confidential information about the student with faculty, staff, or students.
- Follow the College's PCA Policy.

If a PCA fails to abide by the above policies and procedures, the ADA Coordinator or Director of Residence Life may make a determination that the PCA will not be allowed to accompany the student to the classroom and/or other College sites.

### **AGREEMENT: I understand and agree to the guidelines as outlined above.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personal Care Attendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADA Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Residence Life

\_\_\_\_\_  
Date