



# SQE Prep Student Handbook

barbri® empowering every step of the legal learning journey



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# Student Handbook

The Student Handbook is a guide for students taking the **SQE Prep courses with BARBRI**. Please take time to read through everything carefully and make sure you understand the resources available to you as you complete your studies.

In addition to this Handbook, you will also receive your **SQE Prep Welcome Pack** which provides more detailed information on the course.

The rules, regulations, and policies outlined in this Handbook form part of the agreement between you and BARBRI. They will act as a guide for you throughout your time with us.

You can find more detail on this Agreement in the BARBRI SQE Terms and Conditions.



2.3 f you have any questions regarding any of the information included in this handbook, please contact: [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com)



# Welcome to BARBRI

You are now part of the BARBRI community.

BARBRI is a leading legal education provider with teachings rooted in learning science. Our courses are designed by an experienced team of subject matter experts using world class technology.

Our team is here to provide support, encouragement, and guidance throughout your studies to ensure you make the most of your learning experience.

This Handbook will provide you with information on the range of support services we offer to students taking a SQE Prep course. If you have any questions, please contact [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com) and we will be happy to help you





# IT Support

BARBRI provides all students with an IT requirements document. The document provides detailed guidance on setting up your device for the BARBRI courses. You can review the document through the link provided in the Policy section below.

## Technical requirements

Google Chrome is our suggested internet browser for using [BARBRI.com](https://barbri.com). If you are using a Mac, please download Google Chrome or Safari for the best experience. If you are using a PC, please download Google Chrome or Mozilla Firefox for the best experience.

## Internet connection requirements

High-speed Internet access, such as DSL, cable, or T-1, is required. Download bandwidth of 3Mbps or higher is recommended. The quality of the video stream can be impacted by the volume of Internet traffic at the time of transmission or by ISP service issues. BARBRI is unable to control ISP or internet traffic issues and recommends that along with working with the BARBRI Student Services Team, you consider contacting your ISP as part of internet troubleshooting steps.

## Contact details

If you do experience technical problems, please contact the Student Services Team at [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com) or by calling +44 (0) 20 8396 0879. Our offices are open 9am – 6pm GMT, Monday to Friday.





# Financial Support

BARBRI offers student support in every aspect of exam preparation. As an education provider, we understand that financing the SQE Prep courses may be a hurdle for students. As such, BARBRI provide the following to assist you in financing the course:

1. SQE Scholarships
2. Flexible in-house payment plans
3. Partnerships with trusted external financiers to give you access to funding for your studies if required

## Visa support

BARBRI is not in the position to sponsor **Tier 4 Visas** for international students. More information regarding visas can be found on the U.K. government website





# Healthcare Costs

As a student and / or a visitor to the U.K., you have access to several healthcare services provided by the [National Health Service](#) (NHS) and independent providers.

The UK operates a government-funded National Health Service (NHS), which provides medical and healthcare services that everyone living in the UK and EEA nationals can use without being asked to pay the full cost of the service. From 6 April 2015, non-EEA nationals need to pay a health surcharge when applying for a visa to stay in the UK for over 6 months, unless they are exempt. .

Those who have paid the surcharge (or who are exempt from having to pay it or have had the requirement waived) can use the NHS on a similar basis as a UK and EEA national while their visa remains valid. These students will still need to pay for certain services, including prescriptions, dental treatment, and assisted conception services.

Individuals who have a visitor visa and those with a visa for under 6 months need to pay for any healthcare at the point of use, unless an exemption from charge category applies.

All students should register with a doctor (commonly referred to as a GP – General Practitioner) on arrival in the UK. To register, find your local GP Practice at: [www.nhs.uk](http://www.nhs.uk). For further advice and guidance on NHS entitlements for individuals visiting or temporarily living in the UK, or for visitors from EU countries (including Norway, Iceland, Liechtenstein, and Switzerland) or for visitors outside of the European Economic Area (EEA) visit the NHS website.





# Diversity + Inclusion

As a global training provider with students across the world, BARBRI believes in equality, diversity, and inclusion. No person should experience any discrimination for any reason. BARBRI recognises and endeavours to protect persons who have one or more of the defined protected characteristics as set out in the Equality Act 2010 (Protected Characteristics).

BARBRI has set out an extensive list of the behaviours they prohibit in the learning environment in their Diversity and Inclusion Policy, Bullying and Harassment Policy, and Procedure documents, Safeguarding Policy and Student Conduct and Misconduct Policies. There are links to all documents provided below.

The types of discriminatory behaviour prohibited include but are not limited to: bullying, harassment, deliberately offending, undermining, or excluding others. BARBRI will take complaints of bullying or harassment based on one of the Protected Characteristics, very seriously. Students, staff, contractors, and any other parties associated with BARBRI are expected to adhere to all BARBRI Policies.

## BARBRI promotes the following principles of dignity and respect towards one another:

- Maintaining a healthy learning and working environment.
- Proactively working towards the elimination of bullying, harassment, and victimisation, by building an inclusive culture, raising awareness, and ensuring we have transparent effective mechanisms by which complaints can be addressed.
- Encouraging everyone to play a role in creating and maintaining an environment in which harassment, bullying, and victimisation are understood to be unacceptable and people feel comfortable raising complaints, feel they are heard, and know that appropriate action will be taken.

If you experience any form of discrimination while studying at BARBRI, please contact the Student Services Team at [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com). You can also reach out to your designated learning coach or tutor via your Personal Study Plan. Details on our informal and formal complaints procedures are listed in our Student Complaints Procedure and Bullying and Harassment Policy and Procedure documents. Please refer to these documents for guidance on raising a complaint (linked below).

Organisation	Support
Stonewall <a href="https://www.stonewall.org.uk/">stonewall.org.uk/</a>	Empowering LGBT people to be their authentic selves, enabling them to realise and achieve their full potential, and empowering LGBT people and allies to create positive change.
Equality & Human Rights Commission <a href="https://www.equalityhumanrights.com/en">equalityhumanrights.com/en</a>	Promoting and upholding equality and human rights ideals and laws across England, Scotland and Wales.







# Disability Support

If you have a disability, specific learning difficulty, physical or mental health condition, please make us aware so we can help support you in your studies. If you require reasonable adjustments on your SQE Prep course, please complete the form provided and return it to [UKStudentAdjustments@barbri.com](mailto:UKStudentAdjustments@barbri.com).

It may be difficult to provide accommodations in a timely manner if we do not receive your request 30 days before the course starts. Disclosing your disability will not affect your chances of enrolling onto an SQE Prep course. However, students should ensure they are Fit to Study before they commence an SQE Prep course with BARBRI. More information can be found in our Fitness to Study policy, linked below.

If your disability arises after you have enrolled onto an SQE Prep course, please let us know by emailing [UKStudentAdjustments@barbri.com](mailto:UKStudentAdjustments@barbri.com).

If you are a returning student, requiring reasonable adjustments, please contact [UKStudentAdjustments@barbri.com](mailto:UKStudentAdjustments@barbri.com) to ensure your requirements can be met.

If we can't provide the support you need, or if there are overriding concerns about health and safety or professional fitness to practice requirements, we will explore the available support options together so that you can make an informed choice about enrolling onto an SQE Prep course.

BARBRI provides support for the SQE Prep course. If you require additional support or reasonable adjustments for your SQE assessment, you will need to apply separately to the exam provider. We recommend you contact the exam provider as soon as possible to ensure that they can accommodate your needs during the assessment.

## Support need form and evidence

You should indicate what sort of support / reasonable adjustment you need on the course, i.e., extra time, large font, etc., when filling out the form. We will not determine the type of support you may need.

We advise you complete your reasonable adjustments request with the exam provider first so that you know the type of support you are entitled to in the exam. BARBRI will do its best to implement the same or similar supports into your learning / assessment, where possible. This is more relevant for SQE2 Prep assessments, as the SQE1 Prep mock timer counts up rather than down. The BARBRI team can help you calculate how much extra time you need to allow (i.e., what is 25% extra time equivalent in minutes against total exam time).





# Evidence for Each Disability

BARBRI have set out the evidence required if they are to consider a student's disability, illness, or condition for special accommodations or other purposes. The provision of any accommodation should be applied for through the method mentioned above and should include the requisite evidence listed below. The following conditions apply to each application:

- BARBRI considers each student's situation on a case-by-case basis
- All evidence must be in English to ensure BARBRI can make an accurate assessment
- Evidence should indicate that your disability / condition is ongoing. Specifically, that it has lasted (or is predicted to last or may well last) 12 months or more. If your condition is a temporary condition, e.g., a broken arm, the evidence should state this and the length of time you are likely to be affected by the condition
- Where possible, the evidence should indicate how your disability / condition may affect your studies
- Students should check the Fitness to Study Policy if they are re-joining the course and determine if they are fit to study for the duration of the course before they re-enrol
- BARBRI will aim to support students and make reasonable adjustments, however, it is your responsibility to ensure that you are fit to study.

Disability/Condition	Evidence We Require
All disabilities	<p><b>Disabled Students' Allowances (DSAs) needs assessment report</b></p> <p>If you already have a DSA needs assessment report this will make specific recommendations for reasonable adjustments to teaching and assessment, and we can use it as evidence of your disability / condition. We can also accept a DSA needs assessment report from a previous course or another institution as evidence.</p>
ADD or ADHD	<p><b>Diagnostic report from an AD(H)D specialist or a doctor/consultant letter</b></p> <p>This report should indicate that an attention deficit condition has been identified. If you believe you have ADD or ADHD and do not have a diagnostic report, contact your own doctor to find out if there is a diagnosis on your record and to discuss options.</p>

Disability/Condition	Evidence We Require
<p>Autism spectrum conditions (including Asperger syndrome or high-functioning autism)</p>	<p><b>Diagnostic report from an autism specialist or a doctor / consultant letter</b></p> <p>This report should state that an autism spectrum condition has been identified. If you believe you have an autism spectrum condition and do not have a diagnostic report, contact your own doctor to find out if there is a diagnosis on your record and to discuss options.</p>
<p>Dyslexia, dyspraxia, dyscalculia (math-specific weakness) or dysgraphia (writing difficulty, such as slow writing or writing that is difficult to read)</p>	<p><b>Dyslexia, Dyspraxia, Dyscalculia, or Dysgraphia Post-16 diagnostic assessment</b></p> <p>This assessment should be done by a chartered or educational psychologist or specialist teacher. It should indicate that a specific learning difficulty such as dyslexia, dyspraxia, dyscalculia or dysgraphia has been identified.</p> <p>here you have a diagnostic assessment from before the age of 16, we might be able to use it. Use will depend on how it was done and what it says. Once sent, we can advise if it is suitable.</p> <p><b>or</b></p> <p>JCQ (school) records. If you have JCQ (Joint Council for Qualifications) records, send them to us with your other evidence. JCQ records are not enough for reasonable adjustments on their own but if they are all you have, please send them so we can advise you further.</p> <p>Alternative evidence for Dyspraxia may include a report from a chartered or educational psychologist. We can also accept an occupational therapist's report or a doctor / consultant letter identifying dyspraxia.</p>
<p>Health conditions (including arthritis, epilepsy, diabetes, cystic fibrosis (CF), narcolepsy, repetitive strain injury (RSI), cancer, HIV, hepatitis, multiple sclerosis (MS), Crohn's disease, lupus, or CFS/ME)</p>	<p><b>Doctor / consultant letter</b></p>



Disability/Condition	Evidence We Require
Hearing impairment, deaf	<b>Doctor/consultant or audiologist letter</b> An audiogram is not sufficient without a letter from a doctor/consultant or audiologist to explain the audiogram.
Mental health difficulties (including depression, anxiety, eating disorders, obsessive-compulsive disorder (OCD), bipolar affective disorder, personality disorders, or psychosis)	<b>Doctor/consultant or psychiatrist letter</b>
Mobility difficulty (including paralysis, back problems, scoliosis, chronic pain, or using a wheelchair)	<b>Doctor/consultant letter</b>
Visual impairment, blind	<b>Doctor/consultant letter</b>



## Reasonable Adjustments

BARBRI do not provide recommendations of reasonable adjustments. It is the students responsibility to inform BARBRI of the type and level of support required for them to take SQE Prep Course. When a student provides BARBRI with this information, BARBRI will try to accommodate those requests.

BARBRI systems are generally compatible with applications and software that help with eye / reading impairments etc.

BARBRI accept and explore recommendations based on evidence provided of a disability. This will include assessing what support has worked well in the past (your normal way of working); and course requirements.

Adjustments BARBRI may be able to organise include alternative course arrangements such as extra time, rest breaks, or using a PC, providing teaching materials in large print or an electronic format.

There are certain circumstances that cannot be provided for by way of adjustments, including; reasonable adjustments to competence standards, adjustments that could cause a health and safety risk to others, or adjustments for an unforeseen event, such as an unexpected illness or injury.

BARBRI will generally need notice of 30+ days to provide any available reasonable adjustments to the student.

## Use of Data for Reasonable Adjustments

The information that you provide will be used to enable us to liaise with those colleagues who need to know about the support that you require.

Your data will not be disclosed for other purposes without your consent, except where there is a legal obligation to do so or where exceptional issues of personal safety arise.

The information will be processed and held in BARBRI's administration systems and used for the administration of your academic-related support and any other legitimate purpose. In doing so, BARBRI will always observe the data protection principles embodied in the General Data Protection Regulation.



# Student Health Funding

## The student health association

Gives bursaries (up to £500) to support disabled students to keep up with their studies. Students must be studying full-time (or nearly full-time).

## Funding for everyday living personal or medical care

UK residents who are not currently funded for everyday living, personal, or medical care but might need support as part of your studies, can contact local Social Services for advice and consider applying for Disability Living Allowance (DLA) and/or Personal Independence Payment (PIP).

## Get funding from your home country

If you are an overseas student, you should find out if there is any funding available in your home country before coming to the UK. You cannot apply for UK government funding to pay for study support. If there is funding available in your home country to pay for study support, apply for it before coming to the UK.

## Snowdon Trust

The Snowdon Trust gives grants (up to £5,000) to support physically and sensory disabled students to attend university. Grants can be for equipment or essential study needs.

# Useful Links

### [AbilityNet](#)

AbilityNet supports people of any age, living with any disability or impairment to use technology to achieve their goals at home, at work and in education.

### [Royal Institute for the Blind](#)

Help if you're a student with a learning difficulty, health problem or disability.

### [Dyslexia Association](#)

The British Dyslexia Association (BDA) has been the voice of dyslexic people since 1972.

### [Dyspraxia Foundation](#)

Offering help and advice to people with dyspraxia

### [Action on Hearing Loss](#)

The UK's leading charity supporting people with hearing loss, deafness and tinnitus.

### [The Disabilities Trust](#)

A leading national charity offering specialist community-based and residential support for adults with acquired brain injury, complex physical or learning disabilities and for people with autism, including those in education.

### [SANE Mental Health Awareness](#)

We believe that no-one affected by mental illness should face crisis, distress or despair completely alone.

### [Educational Guidance Service](#)

Our large team of Educational and Occupational Psychologists have a wealth of experience working with children, young people and adults who are experiencing specific learning difficulties and social and/or emotional problems.

# Wellbeing + Mental Health

Maintaining a healthy body and mind is vital to your study success but we recognise that students may have concerns about their psychological or emotional wellbeing at any given point during their studies. To support students experiencing these difficulties, BARBRI has created a student wellbeing and mental health resource available to our SQE students. It is free and can be found in our CareerHUB platform. It comprises a comprehensive suite of content, tools and links to external sources for anyone who requires support and guidance.

The content ranges from guides on sleep, routine, mindfulness, stress, burnout and multi-tasking to articles and videos on positive thinking, coping with pressure and tips for mindfulness.

If you feel you need additional support and signposting to external resources for mental health related issues, we offer the services of three BARBRI employees as Mental Health First Aiders.

## Each mental health first aiders are trained and certified and have:

- An in depth understanding of mental health and the factors that can affect wellbeing;
- Practical skills to spot the triggers and signs of mental health issues;
- Confidence to step in, reassure and support a person in distress;
- Enhanced interpersonal skills such as non-judgemental listening;
- Knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, external counseling services, the NHS, or a mix.

You can find these resources and learn more about our Mental Health First Aiders in our CareerHUB platform.

BARBRI has identified several support services, detailed below, which students can access free of charge and confidentially. These services offer a range of online and telephone services including discussion groups, access to self-help materials and support helplines. Please find a non-exhaustive list below:

- Lawcare
- Mind
- Side by side
- Office for students
- Rethink mental illness

We recommend that any student with concerns relating to their mental health and wellbeing access these services to gain initial advice and support. You can also discuss any concerns, academic or non-academic, with your learning coach or tutor. If you are concerned you may be unable to continue with your studies and are looking to defer or pause your studies, please contact the Student Services Team at [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com) who will be able to advise you on available options.



## Fitness to study

BARBRI will set out options for students suffering from any situation that is causing a major impact on that student's life and studies. These situations may include but are not limited to mental, emotional, or physical illnesses, disabilities, financial issues, bereavement, redundancy, etc. Where a student finds themselves faced with personal circumstances and as a result are unable to continue with their chosen course of study this policy will apply.

At the time where a student wants to re-enrol on a later course with the Company, they will be asked to provide relevant evidence that they are fit to study on the proposed course. Where a student has deferred due to physical or emotional illnesses or disabilities as set out in the Equality Act 2010, the Company will require a declaration that the illnesses are no longer going to affect the students' studies before they can re-enrol. This declaration can be found in the Fitness to Study Policy. The form can also be requested from the Company if the situation arises. This is for the best interest of the student. The Company wants to ensure that their studies do not adversely affect the student's health and wellbeing.

## Emergency or crisis support

We understand that from time to time, students may find themselves in an emergency situation where they require immediate support. We have set out the links to a number of organisations below where students can get online or telephone support if required:

- Give us a shout;
- Domestic violence helpline;
- Rape crisis centre website;
- Emergency ambulance or police services – Call 999; and
- Non-emergency police services – Call 101.

## Safeguarding

BARBRI is committed to ensuring that it fulfils its responsibilities in safeguarding any vulnerable adults who may be at risk of harm or exploitation, including abuse or concerns over students being drawn into terrorism (the Prevent Duty).

Any student who is concerned about themselves, or another vulnerable adult should directly contact their learning coach, tutor, or the Student Services Team at [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com) for advice on how we can assist with any safeguarding issues. Please refer to BARBRI's safeguarding policy which sets out protocols when safeguarding issues arise.

# English + Numeracy Support

There are no formal English language requirements for the SQE, however, a 7.5 IELTS score is recommended.

Our SQE Prep course has been developed on the assumption that all students have this requisite level of English. The SQE assessments also require you to have a high level of speaking, reading, and writing ability in the English language and you will be required to demonstrate all of these skills during the assessments.

If you need additional support with any of these skills or other skills such as numeracy, we recommend that you undertake additional independent learning in these areas. The websites below may assist you in developing your general communication and numeracy skills.

- [learnenglish.britishcouncil.org/online-english-level-test](https://learnenglish.britishcouncil.org/online-english-level-test)
- [skillsyouneed.com/](https://skillsyouneed.com/)
- [nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit](https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit)





# Employability + Engagement

At BARBRI, we understand that your legal education is only one part of your journey to qualification. That's why our Employability & Engagement Service is here to support you from day one with personalised, practical support to help you plan, pursue, and secure your legal career goals.

Whether you are working towards a training contract, qualifying work experience (QWE), looking to explore alternative legal careers, are an international student or a career changer - our service is tailored to meet the diverse needs of our student community.

## CareerHub – your gateway to career resources & tools

All enrolled students have access to BARBRI CareerHub, our dedicated online careers platform where you can:

- Book one-to-one appointments with careers advisors
- Book one-to-one appointments with Mental health first aiders
- Register for events, workshops, and webinars
- Access a wide range of employability resources and tools
- Browse job vacancies and legal opportunities
- Find out more about Qualifying Work Experience (QWE)
- Download CV, interview, and application guides / templates.

## What we offer:

**One-to-one career coaching** — book individual sessions with experienced career professionals who can support you with your job search strategy, career direction, and preparation.

**CV, cover letter & application reviews** — get expert feedback to make your applications stand out and align with what legal employers are looking for.

**Mock interviews & assessment centre preparation** — practise your interview techniques and gain confidence with support from legal sector professionals familiar with firm and in-house recruitment processes.

**Qualifying Work Experience (QWE) support** — understand what counts as QWE, how to log it, and how to identify relevant opportunities.

**Workshops, webinars & events** — attend sessions on key career topics such as commercial awareness, networking, navigating legal pathways, and exploring non-traditional legal roles. Events often include insights from employers and legal professionals.

**Legal employer connections** — BARBRI partners with firms and organisations to offer exclusive insights, opportunities, and connections to help students gain practical exposure and improve employability.

## Your career starts now!

Our Employability & Engagement Service is here to empower you to take the next step - whatever that may look like. Don't wait until you finish your course to start thinking about your future. Engage early, explore your options, and let us help you make your legal ambitions a reality.

## Social media and networking

- It is important to remain safe and protect Students, Staff and the Company, that everyone acts responsible when using social media.
- You will be personally responsible for what you communicate via social media. Remember that what you publish might be available to be read by the masses (including the Company itself, future employers, students and social acquaintances) for a long time. Keep this in mind before you post content.
- When posting, you must avoid disparaging or defamatory statements about our employees and students.
- More details of your obligation as a Student can be found in the Social Media Policy.
- If you see content in Social Media that disparages or reflects poorly on the Company or its stakeholders, you should report to [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com) or to your Learning Coach.

# Complaints Procedure

BARBRI is committed to providing a high level of service and training to its students. If a student is unhappy with something, we want to know about it so that we can continually improve our standards and prevent any issues from reoccurring. We are committed to resolving complaints promptly, fairly, and effectively. Initially, please try to resolve any complaint informally by contacting:

- Your learning coach / tutor
- A member of the Student Services Team at [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com)
- Or following the procedure set out in our Bullying and Harassment Policy and Procedure documents, where appropriate.

If you cannot resolve the issue informally, please refer to our Student Complaints Procedure linked below, where there is detailed advice on the complaints procedure and the evidence required to move forward with a complaint.

As an overview, where a student is making a complaint it is that student's responsibility is to:

- Approach your learning coach / tutor or a member of the student services team to discuss any complaint informally with the aim of resolving the issues before bringing a formal complaint. We understand that depending on the nature of the complaint, an informal approach may not always be appropriate;
- Bring any formal complaint, in writing, to BARBRI's attention promptly through the SQE Complaints Procedure (the student must submit the complaint themselves, unless they are unable to do so for some reason). The student should explain the complaint as clearly and as fully as possible, including any action taken to date. Students should have read all pre-course and on-course terms and conditions as appropriate; and
- Allow BARBRI a reasonable time to deal with the matter.

Where a student makes a complaint, BARBRI will acknowledge the complaint or request for review in writing and respond within a state period of time, the entire complaint being resolved, where possible within specified timescales detailed in the Complaints Procedure document. BARBRI will:

1. Deal reasonably and sensitively with the complaint
2. Take action where appropriate
3. Ensure that an accurate record is kept of any formal complaint and the outcome
4. Monitor and evaluate all formal complaints

Please note that our complaints policy does not include appeals on eligibility for professional exams; and complaints about already agreed upon course fees or instalments.

If you have any questions regarding any aspect of our complaints procedure or policy, please contact: [ukstudentservices@barbri.com](mailto:ukstudentservices@barbri.com)



# Policies

You can find information on all of our policies here.

- Bullying and Harassment Policy
- Bullying and Harassment Procedure
- Admissions Policy Statement
- Annual and Interim Course Review Policy
- Diversity and Inclusion Policy
- Student Code of Conduct
- Student Misconduct and Disciplinary Policy / Procedure
- IT Requirements for Students
- Student Engagement Framework Policy
- Student Financial Support Policy
- Student Identification Policy
- Student Support Policy
- Student Transfer Policy
- Fitness to Study Policy
- Safeguarding and Welfare Policy
- Student Voice Policy
- Anti-Money Laundering Policy and Anti-terrorist Financing Policy
- Environmental Policy
- Modern Slavery Policy
- Student Complaints Procedure
- Company's Refund and Compensation Policy
- Student Protection Plan and Course Termination Policy Disability
- Support Procedures

# Appendix 1

## SQE student support notification form

Requests should be submitted at the time of enrolment or at least **30 working days before the start of your course** to ensure arrangements can be put in place.

**This request is for SQE Prep Course support only. Support requests for the SQE assessments must be sent separately and directly to Kaplan.**

You will need to complete this form if:

- You have a long-standing condition (for instance, if you have dyslexia or dyspraxia, a physical or sensory impairment, mental health difficulties, or a long-term medical condition) OR you have a temporary condition or injury which might affect your studies; and
- You require adjustments to be made to support you in your studies.

**Note:** You may have taken courses previously with adjustments such as extra time or enlarged font materials etc. If you require this kind of provision for any BARBRI course, you will need to apply using this form. Please note that the SQE course is mainly online so your requirements might be different to those for classroom-based courses: your Personal Study Plan already has some built in assistive technology functionality such as closed captions and the ability to speed up or slow down lectures.



**You must supply documentary evidence with this application.** Details of the acceptable evidence can be found in our Student Handbook.

To be able to accommodate any reasonable adjustments, we will need to have at least 30 working days' notice. If this deadline is not met, it might not be possible to make appropriate arrangements and your course may need to be deferred.

Please return this completed form with documentary evidence to: [UKStudentAdjustments@barbri.com](mailto:UKStudentAdjustments@barbri.com)

I declare the information given on this form and in the documentary evidence provided is a true statement of the facts to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office use only

Evidence held by Student Support confirmed as appropriate: ☐ Y ☐ N

Arrangements requested supported by DDS: ☐ Y ☐ N

Request processed by:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Full name \_\_\_\_\_ ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Sponsor Name (if applicable) \_\_\_\_\_ Student Number \_\_\_\_\_

Reason for application

1. Disability: tick as many boxes as applicable and describe below

☐ Dyslexia

☐ Deaf/hearing impairment

☐ Other specific learning difficulty

☐ Long standing illness/health condition

☐ Social/communication impairment  
e.g. Asperger's, Autistic Disorder

☐ Mental health condition

☐ Blind/visual impairment



Please provide details of your disability or condition:

2. Temporary condition or injury (please describe):

Arrangements requested based on recommendations / previous support: tick box and circle option

- |  |   |
|--|---|
| <input type="checkbox"/> Extra time for mock exams*<br>*Please specify amount<br>-----                                   | <input type="checkbox"/> Use of [scribe / reader]   |
| <input type="checkbox"/> Rest breaks [5 / 10 mins/hr]  | <input type="checkbox"/> Use of assistive technology  |
| <input type="checkbox"/> Alternative format for printed materials<br>[blue / pink / yellow / green / lilac / large font] | <input type="checkbox"/> Room equipment for classroom-based sessions – [adjustable chair / writing slope] |

Other arrangements (please specify):



## 1.45 Million + Growing

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