

BFEI Guidance, Counselling & Disability Service

Odette Lawlor (Tuesdays, Wednesdays and Thursdays)

Elizabeth Swords (Monday to Friday)

Due to the demand on the Service, priority will be given to students with disabilities, mental and physical health conditions and specific learning difficulties such as dyslexia. Requests for general guidance advice such as information on further study options or study skills will be available from Monday 19th October. There is information on these topics on BFEI's e-learning platform, Moodle (Counselling & Career section) or from your teachers. Another useful section in Moodle is called '**Mental Health Awareness**' with lots of helpful information and links.

If you need to make an appointment with the Guidance Counsellor, the easiest way is to make an appointment on the Moodle homepage. Click on the following link: <https://forms.office.com/Pages/ResponsePage.aspx?id=9cjWPhZMrUSe7WD4UYNKhGMxz24QRdxIpsqJeLwJv11URjA4RkpCUUtHWk80VjE1SUM3WVE3VUw5Ry4u>. Students can only be offered one or two appointments due to the demand on the Service and the importance of being available to as many students as possible.

Alternatively, you can email guidance@bfei.ie to request an appointment.

Due to Covid-19, appointments will be online (email or by video conferencing) and by phone. You will be contacted by email with details.

You **cannot** drop into the Guidance and Counselling offices this year. **All contact with the Guidance Counsellors will be by appointment only.**

Students who require any extra supports and services because of a disability, a mental or physical health condition or a specific learning difficulty, will need to fill in the BFEI supplementary application form.

Please see the link below to complete the form online:

https://forms.office.com/Pages/ResponsePage.aspx?id=9cjWPhZMrUSe7WD4UYNKhHXhtl_WkUVIpnLOiVVM1YJUM1VXODJIME1YTTMyNTBXOTJTUIhDUzRUSC4u

If you have already filled in this form, you will be contacted with an appointment.

Students who require exam considerations such as extra time in exams also will need to fill in this supplementary application form. Please read this information so that you understand the documentation that you will need if you wish to apply for learning supports:

https://www.bfei.ie/uploads/images/pdf/Information_Document_for_Students_with_Disabilites_Revised_March_2020.pdf

General queries about fees, student cards, requests for letters, etc such be directed to office@bfei.ie.