

MEMORANDUM OF UNDERSTANDING

between

King's College London, Disability Support Team

and

Non-Medical Helper Providers

This Memorandum of Understanding (MoU) is intended to provide a basis for a non-contractual partnership between suppliers of disability services for King's College London students and King's Disability Support Team.

This MoU is provided with the hope and intention that the relevant parties will work to co-operate, based on mutual respect and understanding, with the aim of benefiting disabled students supported by both parties. This MoU template is provided as a guide, but it can also be signed to confirm the agreement of both parties to conform with the points of understanding outlined below.

King's College London disabled students may access funding (such as Disabled Students Allowances DSAs) to engage the services of non-medical help (NMH) suppliers.

NMH services operate independently of the university (unless a separate contractual agreement exists) and the university has no obligation to supervise, monitor or pay for the work carried out.

The university has a right to charge a fee for the use of any university resources used by external NMH providers, such as for the use of meeting rooms.

King's College London is willing to offer a room booking service, which also includes a guest campus access card and access to free wi-fi, on the basis the NMH supplier agrees to provide the Disabled Student NMH Take-Up Information described below on an annual basis.

If agreement to provide the Disabled Student NMH Take-Up Information is given, then no charge will be made by King's for reasonable use of King's room booking and wi-fi services.

The Disabled Student NMH Take-Up Information report required by King's is an annual report of the usage by King's College London students of the non-medical help provided by the NMH organisation.

Disabled Student NMH Take-Up Information should include; students' names, type of support provided, the dates and hours of support provided, including any missed or cancelled sessions.

It is helpful if Disabled Student NMH Take-Up Information reports are sent to King's once a year between May and July.

It is not essential that King's receives a signed copy of this MoU in order for NMH suppliers to utilise the room booking and wi-fi services at King's. However, King's reserves the right to

charge for services if the Disabled Student NMH Take-Up Information report is not sent within the academic year in which services were used.

NMH suppliers wishing to register workers for the room booking / wi-fi services should email disability@kcl.ac.uk stating the name and contact details of the worker and confirming that a Disabled Student NMH Take-Up Information report will be sent to King's.

Signatures:

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Barry Hayward
Head of Disability Support
King's College London

Name
Title
Organisation

Date

Date