



Interfaith Centre
Request for Religious Accommodation

Section A to be completed by student.

Please use this fillable PDF for all requests and submit your completed form to interfaith@sait.ca. **Hard copies will not be accepted.**

A) Student Information

		Student ID Number	
Last Name		First Name	Middle Name
Preferred Phone	Home Cellular Business	Email	

Program/Subject Information

Program	
Course Name	Course Code
Course Name	Course Code
Course Name	Course Code

Accommodation Request Details

To which religion do you belong?
What is the course activity or assessment for which you need an accommodation? <i>Please be specific.</i>
What is the name and date of the religious observance for which you need an accommodation? <i>Please be specific.</i>
Why do you require this accommodation?
What documentation can you provide, if needed, to support your request for accommodation? For example, do you have a letter from your religious leader supporting your request?
How do you suggest that SAIT accommodate your request? <i>Please be specific.</i>

Student Acknowledgment

By completing and signing this form I consent for the Manager, Interfaith Centre, to discuss my religious accommodations with the AC, Instructor(s), and Dean, as necessary.

Student Signature	Date
-------------------	------

Please send the completed form to interfaith@sait.ca at least 10 days before the religious accommodation is required.

FOIP Statement

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process your request for religious accommodation. If you have any questions about the collection or use of this information, please contact SAIT's FOIP Coordinator in Human Resources at 284-8166. This document will be kept on file within the applicable school or department.

B) Manager, Interfaith Centre

Has the student met the time line to request a religious accommodation? Yes No	
Is the student's request based on a religious observance? Yes No If no, why not?	
Does the Manager, Interfaith Centre support the student's request? Yes No If no, why not?	
Additional comments/concerns:	
Manager, Interfaith Centre Signature	Date

C) Academic Chair/Coordinator

Can the student's request be reasonably accommodated? Yes No If yes, what accommodation(s) will be made for the student? <i>Please be specific.</i> If no, why not? Please be specific when providing the reasons for not accommodating the student's request.	
Were the student and instructor consulted with in making this decision? If not, why not?	
Academic Chair/Coordinator Signature	Date

Academic Chairs/Coordinators, please notify the student regarding your decision and then return the completed form, along with any supporting documentation, and the documentation from meetings with the student to interfaith@sait.ca within five business days.