

HOUSING ACCOMMODATIONS STUDENT REQUEST FORM**Academic Year 2019- 2020****THIS FORM IS DUE ON OR BEFORE MAY 31, 2019**

Worcester State University is dedicated to making its programs, services and activities accessible for students with disabilities. As such, reasonable accommodations are made to provide students with disabilities an equal opportunity to participate in on-campus housing. This Housing Accommodation procedure, which represents a collaborative effort between Residence Life and Housing, Student Accessibility Services, Counseling Services, and Health Services, seeks to provide a student-focused process that allows students to apply for reasonable housing accommodations based on disability status. Students requesting a housing accommodation are required to complete this application, obtain documentation from a licensed provider regarding their disability and to return both forms to Student Accessibility Services.

Please note that residential housing is not a distraction-free environment. A housing accommodation does not determine roommates or suitemates.

This form must be completed and submitted to Student Accessibility Services by **Friday, May 31, 2019**. While WSU works to provide all students with disabilities access to University housing, please note that the University may be limited in its ability to implement approved housing accommodation requests submitted after the deadline.

Procedure for Requesting a Housing Accommodation

- Students must be registered with Student Accessibility Services. For those not already registered this includes submitting a completed Intake Form, and scheduling an intake meeting with Student Accessibility Services.
- Students must complete and submit Housing Accommodation Student Request form.
- Students must provide documentation from their Licensed Provider who can best speak to the diagnosis and its impact as related to living on campus.
- Completed applications will be reviewed by the Housing-Based Accommodations Committee.
- The student will receive an e-mail notification from Student Accessibility Services regarding the outcome of the request.

Housing Accommodation Appeal

If the student believes that the request for housing accommodation has not been met, they may appeal. Appeals must be received in writing by Julie Kazarian, Dean of Students and Chief Student Affairs Officer at jkazarian@worchester.edu within seven working days of the committee's communication. The Dean of Students and Chief Student Affairs Officer will review the written appeal and all relevant information. The Dean of Students and Chief Student Affairs Officer will notify the student in writing of the University's final decision. The appeal process will be completed within 30 days from the time the appeal is referred to the Dean of Students and Chief Student Affairs Officer. The Dean of Students and Chief Student Affairs Officer decision is final.



Date: _____

WSU ID# _____

Name: _____

WSU Email: _____

Phone: _____

Anticipated Year of Graduation: _____

Licensed Provider(s):

Name

Phone

Name

Phone

ACCOMMODATION REQUEST (Please circle)

- 1. Have you previously requested Housing Accommodations? Yes No
- 2. Have you previously received Housing Accommodations? Yes No

Please note: Any housing accommodations you received in the past are not automatically provided from year to year.

Please answer the following questions as specifically and fully as possible.

- 1. If you have NOT previously requested Housing Accommodations while living on a college campus, please explain how you have managed your symptoms?

2. What is your diagnosed disability? _____

3. Please indicate the specific housing accommodation(s) you are requesting. (Check all that apply).

Accessible Building	Single
Wheelchair Accessible Room and Bathroom	Share Bathroom with Fewer People
Room on the First Floor	Room Located Closest to Bathroom
Strobe Alarm	Kitchen
Air-conditioning	Other

4. How does your disability affect you? Please explain why above accommodation(s) are needed to allow you an equal opportunity to participate in on-campus housing.

5. What type of alternative accommodation would be suitable should the University not be able to provide you with your first choice of an accommodation?

6. Any additional information that you think would be helpful for the Housing-Based Accommodations Committee. _____



PERMISSION AND AGREEMENT

Please initial to the right of each statement as an indication of your agreement.

_____ I certify that all the information within this application is accurate and complete and does not misrepresent my condition or disability.

_____ I grant permission for the staff of Student Accessibility Services Office to share information about my disability-related needs on a need-to-know basis with members of the Housing-Based Accommodations Committee for the purpose of determining reasonable housing accommodations.

_____ I grant permission for a member of the Housing-Based Accommodations Committee to contact my diagnosing physician or other licensed provider(s) for clarification of my condition and recommend accommodations.

_____ I understand that every request for accommodations is evaluated individually based on the submitted documentation and using the same criteria.

_____ I understand that this authorization may be withdrawn by me at any time by submitting a written, signed, and dated request to the Assistant Director of Student Accessibility Services.

_____ I understand that I must submit a housing accommodation request each year that that I plan to live in University housing.

Signature: _____ Date: _____

If you have any questions or concerns, please contact SAS.

**Please return this form to:
Student Accessibility Services**

Worcester State University 486 Chandler Street Worcester, MA 01602-2597

Email: sas@worchester.edu OR Fax: 508/929-8214

Phone: 508/929-8733

DUE ON OR BEFORE: FRIDAY, May 31, 2019