

# Request for Special Housing Accommodations Residential & Greek Life

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Westminster College and the Office of Residential & Greek Life recognize that certain situations and/or conditions affecting our students may require special housing accommodations while they are living on-campus. As such, students are encouraged to submit a personal request for special housing accommodations prior to housing assignments being issued (for new students), or room selection occurring (for continuing students). The Residential & Greek Life staff will work closely with our campus Wellness Center to insure the College is making a reasonable effort to meet a student's request for accommodation. Please note that request approval may be based upon space and availability of appropriate accommodations, the nature of the request and whether the application meets our advertised deadlines (below).

Please be aware of the following deadlines when submitting your application and/or documentation:

**New Students:** To have one's request considered for the start of a fall semester, the deadline to submit this application is June 1 of the same calendar year. If a student will first attend Westminster and live on campus for the spring term, please submit your application by December 1, immediately prior to the semester you plan to enroll.

**Continuing Students:** To have one's request considered, the deadline to submit this application is January 15 immediately prior to the start of the campus room selection process.

*\*\*Students should submit updated medical documentation once each calendar year, or as necessary if their condition, diagnosis or treatment plan changes.*

To make a request for special housing accommodations, the **student** should submit a letter outlining the following:

- The diagnosed condition they are experiencing and how it may affect their living environment, including but not limited to:
  - Impact on student
  - Potential impact on other students
  - Potential impact a living environment could have on the diagnosed condition
- The treatment plan they follow to manage this condition

All applications **MUST** be accompanied by a letter from a healthcare provider or licensed counselor confirming the student's accommodation needs. Documentation from the Westminster College Wellness Center is highly recommended. The **healthcare provider/licensed counselor** should submit a letter on the student's behalf, outlining the following:

- The clinical diagnosis for the condition the student experiences;
  - Length of time student has been in treatment/care;
  - Conditions needed in a living environment to meet their accommodation request (i.e. private room, private use kitchen, private bathroom, environment with few distractions, ground-level housing, etc);
  - Contact information for follow-up, if necessary.
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By submitting this application, I ( \_\_\_\_\_ ) agree to the following terms below:

- I have enclosed two letters with my application, one that I wrote and one from a healthcare provider;
- All of the information I have submitted is an accurate representation of both my condition and my need for housing accommodations;
- I understand that the existence of a condition does not automatically guarantee housing accommodations;
- I understand that the Office of Residential & Greek Life will determine which campus housing options appropriately meet my specific needs;
- I understand that it is my responsibility to update the Office of Residential & Greek Life if/when my condition may change.

By signing below, I permit the Office of Residential & Greek Life to review the enclosed information. I am aware that they may consult with the Westminster College Wellness Center staff to interpret any of the medical information shared by either me or my healthcare provider.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date Received by RGL: