Housing Accommodation Request Form

Deadlines for requesting a housing accommodation:

January 31 for rising sophomores
June 30 for incoming first year students

Name:
_______________________________________________

XU Banner ID
______________________________

Xavier e-mail address
________________________________

Cell Phone Number
______________________________

Do you currently have documentation on file with Disability Services that supports your request for a housing accommodation?

___yes  ____No

*Please answer the following questions as thoroughly as possible, as this information will be used by the Housing Accommodation Review Committee to make the decision.*
1. Please specify the type of disability for which a housing accommodation is needed.
_____________________________________________________________________

2. Please specify the type of housing accommodation you are requesting
_____________________________________________________________________

3. Please provide a thorough explanation of how the requested housing accommodation will lessen the impact of the symptoms of your disability. How does the housing accommodation request relate to the need for a specific type of housing assignment?
_____________________________________________________________________

Pertinent information regarding this Process:

Please check each statement to indicate that you have read the statement and agree to move forward in the process of securing a housing accommodation.

1. Students who are approved for Housing Accommodations will NOT be eligible to participate in the Housing Selection Process.
   ______

2. Decisions are made by the Housing Accommodation Review Committee (HARC) based on the information provided by the student and provider. Members of the committee are staff of Residence Life, Disability Services, and Health and Wellness. Decisions made by the HARC are final.
   ______

3. Disability Services will notify the student with the status of the request. If approved, Residence Life will email the student with the housing assignment.
   ______

4. A student who has been approved through this process may NOT decline their housing accommodation assignment and choose to go through the Housing Selection Process.
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5. If a request for housing accommodation is denied by the HARC, the student will need to participate in the Housing Selection Process.
   ______
6. Students will be notified of decisions via Xavier e-mail before the Selection Process begins.

7. A diagnosis of a disability in and of itself does not automatically qualify an individual for an accommodation.

8. Documentation must be from a health care provider who provides services for your disability. **Family members are NOT acceptable medical providers.**

My signature below indicates I have read and agree with the process. It also indicates I have been truthful in my responses. Falsifying or misrepresenting facts or information may result in disciplinary action. Additionally, it gives permission to the Housing Accommodation Review Committee to review the documentation provided. I understand this will be done on a limited basis and for the sole purpose of making an informed decision on my request. Information submitted for review will be protected as confidential within the Office of Disability Services.

Signature

______________________________

Date

______________________________

Please return the completed form to Disability Services.