HOUSING ACCOMMODATION REQUEST FORM

Living on campus can be a new and exciting experience for college students. Residential learning environments are important parts of VCU’s programs, especially for freshmen students. VCU is committed to providing meaningful residential experiences for all students.

Students requiring housing accommodations based on a medical, psychological, physical, or disability-related impairment may request any special arrangements/accommodations through The Office of Student Accessibility and Educational Opportunity (SAEO). To aid in this process, a request must include:

1. Completion of the VCU SAEO Housing Accommodation Request Form. (Please Note: This form does not take the place of the VCU Residential Life & Housing Applications.)
2. Written documentation of the impairment/disability that forms the basis of the request.

The VCU Housing Accommodation Request Form and documentation information must be received by SAEO by:
- **May 1st** for first year and new transfer students.
- **January 31st** for continuing/returning students.

**Documentation:** All documentation should be on letterhead, typed, dated, signed, and otherwise legible and must include the following:

1. Medical or clinical diagnosis of the disability/impairment by a licensed professional in the appropriate area of specialization. Please include the most recent evaluation.
2. The diagnostic criteria or name of the assessment instruments used to determine the diagnosis.
3. A clear definition of the impact of (or limitations imposed by) the impairment/disability on the student’s housing needs.
4. Treatments, medications, devices, or services currently prescribed or used to minimize the impact of the impairment/disability.
5. The expected duration, stability, or progression of the disability/impairment (mild/moderate/severe).
6. The credentials of the diagnosing professional.

In addition to the basic documentation for a disability/impairment listed above, recommendations for accommodations from the treating professional are welcome and will be given consideration in evaluating a request. Such recommendation should:

1. Provide a clear description of the recommended housing configuration.
2. Justify the recommended configuration as it relates to the disability/impairment.
3. Describe possible alternatives to the recommended configuration.
4. Provide a statement of the level of need for (or the consequences of not receiving) the recommended configuration.
VCU HOUSING ACCOMMODATIONS REQUEST FORM

This Form does not replace the VCU Residential Life and Housing Application.

- Students requesting housing accommodation through The Office of Student Accessibility and Educational Opportunity must complete all other requirements and procedures for University housing.
- Documentation of the student’s disability/impairment must accompany this request form. Students may fax, email, mail, or hand deliver their documentation and Housing Accommodation Request Form to SAEO.
- All requests will be prioritized in the order in which they are received. Requests will be reviewed and student will be notified by mail or email regarding the outcome of their request. The housing accommodations committee will make every effort to notify students regarding the outcome of their request by, at most, six (6) weeks after the student submitted their request.
- Special housing request deadlines are:
  - May 1st for first year and new transfer students.
  - January 31st for continuing/returning students.
- Every effort will be made to accommodate approved requests received by the deadline dates.
- Any applications received after the deadline dates will be reviewed based upon housing availability.
- All housing requests are evaluated on a case-by-case basis.

Name  
First  
Last  
Middle Initial

V Number  
VCU Email  
__@vcu.edu

Phone Number  

Student status for year applied:  
☐ Freshman  
☐ Sophomore  
☐ Junior  
☐ Senior  
Semester accommodation should apply:  
☐ Fall 20__  
☐ Spring 20__  
☐ Summer 20__

Please specify your medical, psychological, physical, and/or disability-related impairment (please check all that apply):

☐ ADHD  
☐ Blind/Visual Impairment  
☐ Health Impairment (please specify) ________________________________
☐ Learning Disability  
☐ Mental Health Impairment (please specify) ________________________________
☐ Physical/Mobility Impairment  
☐ Speech/Language Impairment  
☐ Traumatic Brain Injury (TBI)
☐ Other (please specify) ________________________________

Attach documentation from treating professional(s) of the above noted items to this form.

Specify whether your condition is:  
☐ Temporary  
☐ Permanent
What specific housing accommodations or configuration are you requesting (please check all that apply)?

- Single room
- Private/semi-private bathroom
- Room on the ground floor
- Roll in shower
- Shower bars
- Full-time personal attendant living in resident hall (students are responsible for employing and supervising their personal attendants)
- Part-time personal attendant living in resident hall (students are responsible for employing and supervising their personal attendants)
- Comfort animal living in residence hall (students are responsible for obtaining and caring for their comfort animals)
- Students must specify the type of animal: ____________________________
- Service animal (Students are not required to request this as an accommodation. However, your request helps us plan for your housing experience.)
- Visual emergency signals
- Double bed
- Other (please specify): ____________________________________________
  ____________________________________________
  ____________________________________________

How does the request(s) serve to accommodate your disability or impairment?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Please provide additional alternatives if the requested accommodation is unavailable. Please Note: The University does not provide students with personal devices or assistance for personal use, including, but not limited to: wheelchairs, eye glasses, hearing aids, transportation, special classes, service animals, readers, or personal assistance for eating, dressing, or other personal services or readers for personal use.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Are you requesting additional (academic) accommodations besides housing? If yes, please visit the SAEO website (www.saeo.vcu.edu) to complete the Student Intake Form.

_________________________________________________________________

Student Signature

Date