

WELLESLEY COLLEGE

DISABILITY SERVICES
Housing Accommodation Review Committee

Student Housing Accommodation Request Form

Please review the Housing Accommodation Policies below and on pages 5 and 6 of this form. Complete pages 1, 2 and 3. Return the completed form to Disability Services via email, fax, mail, or in person.

Disability Services will review your completed form and will notify you if additional information, including medical information, is required to evaluate your request. In the event that the college does need additional information, you may be asked to submit the following:

Authorization to Obtain / Release Medical Information (Page 4)

Healthcare Documentation for Accommodation Form (Pages 7 and 8)

At this time, you do not need to complete this Release Form or Healthcare Form, but we include it with this packet so you have it in the event that the College does need this additional information. These forms are available in Disability Services and online as part of this Student Housing Accommodation Request Form packet <http://www.wellesley.edu/disability/forms>.

The Wellesley Housing Accommodation Review Team reviews all requests for housing accommodations. This Review Team is comprised of representatives from the offices of Health Service, Counseling Services, Residence Life and Student Housing, and Disability Services.

This request is for the following semester(s):

Spring 2018

Summer 2018

Fall 2018

Winter 2019

Spring 2019

I. Student Contact Information

Name: _____ Class: _____

Email: _____ Phone: _____ Current Residence: _____

II. Disability, health issue, or need you are disclosing:



III. Housing Accommodation(s) you are requesting (check all that apply):

Physical Access:

- Wheelchair Accessible Shower with a bench Other (describe in space below)
- Residence with a power door Access to a bathtub
- Nearness to a Bathroom Wheelchair accessible shower

Deaf/Hard of Hearing:

- Visual alarm Bed shaker Visual doorbell light Other
(describe in space below)

Dining Needs:

- Food Allergy Station Gluten-free Food Station
- Nut-sensitive Dining Hall Other (describe in space below)

General Needs:

- Medical Single Uncarpeted Room
- First Floor Room Upper Floor Room
- Additional Lighting Abundant Natural Light Quiet
- Service Animal Assistance Animal Other (describe below)

Add below any other accommodation(s) not specified above:

IV. Please explain why you are requesting each of the accommodations checked.

Use a separate page if needed. (For a service animal, please explain what work or task the dog has been trained to perform for you. For an assistance animal, please explain the disability-related function that the animal performs for you.)

List top five preferred residence halls with #1 being the highest:

1. _____
2. _____
3. _____
4. _____
5. _____

Student Name Printed: _____

Student Signature: _____

Date: _____

Submit your completed Housing Accommodation Request Form by email, mail, fax or in person to:

Wellesley College Disability Services
106 Central St., Clapp Library, Room 316
Wellesley, MA 02481
DisabilityServices@wellesley.edu
fax 781.283.3619

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Medical Release of Information Form

By signing this Medical Release of Information Form, I give the members of the Housing Accommodation Review Committee permission to review and discuss my request. I understand that the committee members include a representative from each of the following Wellesley College departments: Health Service, Stone Center Counseling Service, Department of Residential Life, Disability Services, and Student Housing. I also give permission for the Review Committee Members to speak with the healthcare provider named below regarding health and medical information relevant to my housing accommodation request.

Name: _____	Class: _____	Date of Birth: _____
Email: _____	Phone: _____	

I, _____, do hereby authorize _____ to release my protected health information, including copies of my health and medical records of care to the following:

Wellesley College Housing Accommodation Review Team
c/o Wellesley College Office of Disability Services
106 Central Street, Wellesley, MA 02481
Fax: 781.283.3619 Phone: 781.283.2434
DisabilityServices@wellesley.edu

Purpose/Information Requested: Support documentation for housing accommodation

I understand that the information contained in my health and medical record is considered to be of a confidential nature and may contain **MEDICAL, PSYCHIATRIC, COUNSELING, DRUG, and ALCOHOL ABUSE INFORMATION**. Wellesley College will only use this information in accordance with my authorization and with applicable state and federal law and regulations.

I have carefully read this form and I hereby release Wellesley College from all legal liability that may arise from the release or use of the requested health and medical information. This authorization shall remain in effect for 12 months from the date noted below. I understand that I may revoke this authorization at any time by giving written notice to Wellesley College. Applicable state and federal laws place prohibitions on further redisclosure of this information by Wellesley College other than as specified above.

(Signature of Student)

(Date)

(Printed Name of Student)

Housing Accommodation Policies

Student Responsibilities and Procedures

For New Requests

- [Schedule a meeting](#) with the Director of Disability Services to discuss the accommodation request process, your housing needs, and possible options.
- Complete and submit a Housing Accommodation Request Form (pages 1, 2, and 3) to Wellesley College Disability Services, 106 Central St., Clapp Library, Room 316, Wellesley, MA 02481, DisabilityServices@wellesley.edu, fax 781.283.3619.
- The Director of Disability Services or designee will review the completed Housing Accommodation Request Form and notify you if additional information is necessary to review your request. If applicable, you may be asked to complete and submit a Medical Release Form (page 3) authorizing the release of information from your licensed/qualified medical provider to the Housing Accommodation Review Team. If applicable, you may be asked to give a Healthcare Documentation Form (pages 7 and 8) to your licensed/qualified medical provider to be completed by the provider. These forms are also available online at <http://www.wellesley.edu/disability/forms>.
- Completed Housing Accommodation requests, including all applicable supporting documentation, will be reviewed by the Housing Accommodation Review Team.
- Requests submitted after the deadlines listed in the chart below will generally be reviewed within a month of the request, absent extenuating circumstances, and without the benefit of the room options available prior to the Wellesley College housing lotteries. You will be notified of the decision of the Housing Accommodation Review Team in a written electronic communication. Appeals may be submitted using the process described below.
- Any questions regarding the process should be directed to the Office of Disability Services, 781-283-2434 or in person at the Clapp Library, Room 316.

For Previously Approved Requests

Students previously approved for housing accommodations, who have not yet been advised of relevant conditions regarding updating documentation, will be sent a Housing Accommodation Continuation Request form each year. Students must submit the Housing Accommodation Continuation Request each year by the deadlines found in the chart below. If the accommodation requested remains the same, there is generally no further review and the accommodation and residence hall preferences will be forwarded to the Residence Life and Student Housing. In certain circumstances, you may be required to submit additional information, including medical information, in support of your continuing housing accommodation request. If the student requests a new accommodation, the student will be required to complete a new Student Housing Accommodation Request Form.

Deadlines for New and Continuing Housing Accommodation Requests

For Housing Accommodations sought for...	Deadline for submission of request
Fall Semester	March 1
Summer Session	May 1
Spring Semester	November 15
Winter Session	December 1
For Incoming First Year Students	June 11

Housing Accommodation Policies

The Housing Accommodation Review Team

The Housing Accommodation Review Team is comprised of representatives from the Health Service, Counseling Services, Residence Life and Student Housing, and Disability Services.

The Housing Accommodation Review Team:

- Maintains collected disability-related information in Disability Services confidentially to the extent possible and in accordance with federal and state law and regulations.
- Reviews all requests for housing accommodation for fall semester after the February deadline and all requests for housing accommodation for the spring semester after the November deadline.
- May collaborate with other College offices, including the Dean of Student's Office, to evaluate accommodation requests.
- Makes decisions based upon individual student needs and room availability.
- Generally provides notice of its decision to the student via a written electronic communication from the Disability Services Office within 2 business days of the review, absent extenuating circumstances.

Appeal Process:

Information concerning the appeal process can be found online at <https://www.wellesley.edu/disability/appeal>. Students who would like to appeal the Housing Accommodation Review Team decision must do so in writing within 14 days of the notice of the accommodation decision by submitting an appeal to the Office of Disability Services, which will forward the appeal to the Housing Accommodation Review Team. The appeal should include a copy of the original request for accommodation, any applicable new supporting medical documentation, the accommodation decision, and a written statement regarding the reasons why the decision is being appealed. Appeals will be considered by 3 persons who are representatives from one or more of the respective offices that comprise the Housing Accommodation Review Team (Health Service, Counseling Services, Residential and Campus Life, and Disability Services) (the "Appeal Group"). The Appeal Group generally does not include persons who participated in the original decision. The Appeals Group will review the student's written statement and the relevant documentation the student submitted to the Housing Accommodation Review Team. The student will be notified in writing of the appeal decision in an electronic communication, generally within 30 days absent extenuating circumstances.