Student Housing Accommodation Request Form

The Office of Student Accessibility Services (SAS) at Franklin & Marshall College is committed to providing housing accommodations to students with documented disabilities. We are a four-year residential college and find that most student housing needs can be met within our portfolio of College approved housing.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Franklin & Marshall College has established procedures to ensure that students with documented disabilities have equal access to campus housing resources and receive housing assignments that reasonably meet their needs as required by law. According to the ADA, a disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person.

Procedures for Requesting a Housing Accommodation:

1. Please complete the SAS Intake Form through Accommodate.
2. Share the Housing Accommodation Request Form with your health care provider for completion. Note that the health care provider (physician, psychologist, psychiatrist, etc.) must be qualified to make recommendations for accommodating this particular disability.
3. Submit documentation of your disability. Documentation may be submitted by either the student or the student’s health care provider and must meet the following criteria:
   - Documentation is recent so as to assess the current and substantial impact on a major life activity.
   - Documentation establishes a direct link between the underlying impairment and the requested housing accommodations.
   - Documentation follows the SAS Guidelines.
4. Deadlines are as follows:

<table>
<thead>
<tr>
<th>Group:</th>
<th>Deadline:</th>
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<tbody>
<tr>
<td>Fall Admission Students (Including Fall transfer students)</td>
<td>June 15th</td>
</tr>
<tr>
<td>Spring Admission Students (Including Spring transfer students and students returning from abroad)</td>
<td>December 15th</td>
</tr>
<tr>
<td>Returning Students</td>
<td>February 28th</td>
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</tbody>
</table>

The completed Student Housing Accommodation Request Forms, along with supporting documentation, can be:

- returned to the student so they may upload it to their SAS Accommodate portal,
- emailed to sas@fandm.edu,
- or faxed to 717-358-4420
Housing Accommodation Request Form – Student Information

These forms are to request a housing accommodation if you are a student with a documented disability. Please submit completed forms, along with an SAS Intake Form to:

- your SAS Accommodate portal,
- email to sas@fandm.edu,
- or fax to 717-358-4420

SECTION A – STUDENT INFORMATION

Last Name:______________________  First Name:__________________  MI:_____  
College House: ________________________________

*** Housing accommodations apply ONLY to the student with a disability. They do not extend to other students. Students with disabilities cannot pull friends into living spaces obtained through housing accommodations. ***

Students must have a legitimate medical or psychiatric need for a single room. Requests for a single room so that the student has a quiet place to study will not be granted. F&M is privileged to have two libraries and numerous other study spots available on campus.

SECTION B – CONDITION AND HOUSING ASSIGNMENT REQUESTED

Please provide responses to the following questions regarding your disability. Responses should be submitted with your completed Housing Accommodation forms.

1. Please be specific about your disability and whether this is a temporary or permanent request.
2. Please describe your housing request(s), such as no stairs, kitchen access, etc.
3. Please provide a thorough explanation of how your request relates to your need.

I certify that the documentation and statements attached to this request are both true and accurate. I grant my permission to SAS to share this information, as well as that shared by my health care provider, with the necessary College personnel in making a determination regarding my housing request as well as implementing approved accommodations.

Student signature:_________________________________________  Date:__________________
Housing Accommodation Request Form
(To be completed by certified professional)

Waiver
“I am requesting that information regarding my disability be released by ___________________________ to the Office of Student Accessibility Services at Franklin and Marshall College.”

Student name: ____________________________ Birth date: __________________
Student signature: _________________________ Date: __________________

The above named student is requesting housing accommodations at Franklin & Marshall College. So that we may review the student’s request, please complete all information below and return to:

• the student so they may upload it to their SAS Accommodate portal,
• email to sas@fandm.edu,
• or fax to 717-358-4420

SECTION A – PROFESSIONAL CONTACT AND CREDENTIALS
Name: ____________________________
Specialty: ____________________________ Phone: __________________
Address: _____________________________________________________________
License/Certification Number and State of License _____________________________
Date of Initial Contact with Student __________ Date of Last Contact with Student __________

SECTION B – DIAGNOSIS, TREATMENT AND RECOMMENDATION
Please provide all relevant information on your professional letterhead, not a prescription pad.

1. A diagnostic statement along with date of initial diagnosis for the student’s relevant disability.
2. The functional limitations imposed by the student’s condition and how a housing accommodation could assist in mitigating limitations.
3. The expected duration, stability or progression of the diagnosis.
4. Specific recommendations for a housing assignment along with an explanation supporting the recommendation.

I certify that the documentation and statements attached are both true and accurate.

Professional’s signature ____________________________ Date ____________________