



Western Carolina University
REQUEST FOR HOUSING ACCOMMODATION
 Department of Residential Living

Students requesting housing accommodations due to a disability must submit this form (completed & signed) and current documentation of a physical or mental impairment that substantially limits one or more major life activities. *Documentation Guidelines*, available at www.wcu.edu/disabilities, are meant to assist students and diagnosing professionals in providing the required medical or psychological information. Documentation must be prepared by a qualified professional on official letterhead. **Handwritten notes are not acceptable.** It is the student's responsibility to provide documentation. **Documentation must be submitted with this form to: Residential Living, 1 Scott Hall West, Cullowhee, NC 28723; FAX: (828) 227-7304.** Housing accommodations are determined on a case-by case basis and must be requested annually. Students requesting housing accommodations will be notified of the decision in writing. Decisions can not be given over the phone or to third parties. Forms should be submitted no later than **December 1** for Spring housing, and **June 1** for Fall housing.

TO BE COMPLETED BY STUDENT

REQUEST FOR: ____ FALL ____ SPRING

NAME: _____ STUDENT ID #: _____
 PERMANENT ADDRESS: _____
 LOCAL ADDRESS: _____
 HOME PHONE: _____ CELL PHONE: _____

PLEASE INDICATE YOUR REQUEST (Each request must be justified by disability documentation):

- First Floor Room
- Air-conditioned Room
- Wheelchair Accessible Room* Other: _____
- Private Room
- Room Equipped for Hearing-Impairment**
- Quiet Floor
- I will be bringing a Service Animal (please specify: _____)
- I employ a Personal Care Attendant
- I will need to bring my own furniture/equipment (please specify: _____)

* All students who use wheelchair will receive first floor assignments (when available) to ensure safety.

NOTE: Students who might require assistance during evacuations are encouraged to complete an Emergency Plan at Disability Services.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved for: _____
 Assignment: _____ Letter Sent ___ / ___ / _____
 Buidling/Rm #
 Notes: _____

