

Housing Accommodation Request

The University makes reasonable accommodations for students requiring [special housing due to medical/disability](#) reasons. These procedures outline how to make a Housing Accommodation Request.

Requests must be submitted and approved annually; no student will be "grandfathered" for the subsequent year(s).

Each Housing Accommodation Request requires the student to complete the form, provide required documentation and return to the Office of Accommodation and Inclusion by the required date. Requests received after the deadline will be considered on a space-available basis.

- **Returning students- no later than February 29**
- **Freshmen and Transfer Students- 60 days before the start of school**

Housing request needs may be due to:

- Accessibility Needs
- Emotional Support Animal (ESA)
- Medical
- Service Animal (SA)
- Single Room

Print a copy of the request form. If you have difficulty printing this form, contact the Office of Accommodation and Inclusion, and we will be glad to forward a copy to you via postal or e-mail.

The Housing Accommodation Committee will review completed requests. The student will be notified of the approval/denial of the request via e-mail.

Appropriate housing assignment will be determined based on need and availability.

Please contact the Office of Accommodation and Inclusion, (419) 434-5532 or oai@findlay.edu, if you have any questions about this process.

THE UNIVERSITY OF FINDLAY OFFICE OF ACCOMMODATION AND INCLUSION Housing Accommodation Request

Form Due: 60 days prior to start of classes

All Fields are Required

APPLICANT INFORMATION

Last Name:		First Name:		ID:
Semester request:		Date of Request:		
Phone Number:		Email address:		

Please identify your housing accommodation requests. Disability documentation will need to accompany each request.

Single Room Request	<input type="checkbox"/>	
Physical structure needs	<input type="checkbox"/>	
Service Animal	<input type="checkbox"/>	
Emotional Support Animal	<input type="checkbox"/>	
Other - please describe	<input type="checkbox"/>	

Describe requested accommodation:

GUIDELINES AND PROCEDURES

*Students must adhere to the following procedures:

- 1) Adhere to all of the policies, procedures and deadlines for applications set by The Housing Office.
- 2) Provide Accommodation and Inclusion with all appropriate documentation 60 days before the start of the semester.
- 3) Students requesting an ESA must:
 - a) Read and agree to comply with ESA policy.
 - b) Provide current psychological diagnosis from qualified psychiatrist or mental health professional and proof of the need for an ESA as an integral part of treatment.
 - c) Provide current veterinary records.
 - d) Provide current photo of animal.
 - e) Attend the mandatory ESA Orientation prior to the start of classes (if approved).

OFFICE USE ONLY

Date received:	
Approved:	<input type="checkbox"/> Denied: <input type="checkbox"/>
Reason:	
Documentation Received:	
Housing Assignment:	
Attended ESA Orientation:	