

## 2011-2012 HOUSING ACCOMMODATION APPLICATION INFORMATION

There are limited housing spaces available for accommodations and priority will be given to individuals who are eligible to receive accommodations under Section 504 or the Americans with Disabilities Act (ADA). Under the ADA, individuals must document the impact of their disability on major life activities. For example, individuals experiencing vision, physical and hearing impairment, neurological impairments, chronic life threatening systemic disabilities such as cancer, HIV, or Epstein Barr and/or traumatic brain injuries are eligible for housing accommodations. All disabilities and medical history pertaining to the disability must be documented by a licensed and board certified medical provider with competence and expertise in the area of diagnosis.

Special housing accommodations are not standard academic accommodations. In order to determine if special housing is a reasonable accommodation, we must receive detailed documentation of the correlations of your (academic and cognitive deficits) disability with the need for special housing that either cannot be secured through the Room Draw process or completed after a room has been drawn.

In order to ensure the provision of reasonable and appropriate accommodations and services, current and comprehensive documentation is required. It should be submitted with professional letterhead and the qualifications of the examiner provided. A decision on housing accommodations cannot be made without proper documentation. Official documentation should come from an outside person. The Counseling/Health staff can provide support or can answer questions, but this information alone is not sufficient documentation to support an accommodation.

In order for your documentation to be as complete as possible, the following application should be filed out including the separate "Documentation for Housing Accommodation request" which must be filled out by a health care professional.

Providing the college with medical or support information does not guarantee accommodation. Placements will be made in extreme cases only. The Office of Housing and Residential Life, the Health and Counseling Center, and the Office of Disability Services will review the information provided and determine if the need should be accommodated and the most suitable living accommodations appropriate (i.e., substance free, air conditioning, other students in similar situations, etc.).

If your accommodation need is based on other non-medical concerns (e.g. religious or gender expression needs), please fill out this application. However, documentation from a medical professional will not be required. You may be asked to submit different documentation for review, but that will be outlined on a case-by-case basis.

**If you are reapplying for Housing Accommodation and have a physical or sensory disability you will only need to complete the housing preference section below. You do not need to provide documentation from a professional, if it has already been submitted.**

A major part of the college educational experience is for students to learn to live on their own. Kenyon College provides on-campus housing to enhance intellectual, social, and cultural development through the experience of living with other individuals who bring a variety of social and cultural backgrounds to the community.

Please note that requests for single rooms based on a student's desire to have a "quiet, undisturbed place to study" will be considered only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living under one roof in the residence halls, a single room does not provide for such quiet, distraction-free space to any appreciable degree beyond living in a standard double room.

Special requests for residence hall assignments should be made as soon as the student has decided to attend Kenyon College. Special requests need to be submitted each year, they do not carry forward. All requests are reviewed and prioritized according to severity of need. If granted a housing accommodation, students must be present for the housing sign-up night, **Tuesday, March 29, 2011 at 5:00pm**; more notification will be sent to all students prior to this process.

Documentation should be mailed to the Office of Housing and Residential Life  
or faxed to 740-427-5219 and must be received by Monday, November 14, 2011 by 4 PM.

## 2011-2012 HOUSING ACCOMMODATION APPLICATION

This completed application must be returned to the Office of Housing & Residential Life by Monday, November 14, 2011 by 4 PM. Decisions to grant permission will be determined by application criteria.

Name: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

Current Building and Room#: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

KENYON EMAIL ADDRESS: \_\_\_\_\_

Current Class Status:      Junior              Sophomore              First-year

Are you applying for Full-year? \_\_\_\_\_ Fall semester only \_\_\_\_\_ Spring semester only \_\_\_\_\_

**HOUSING PREFERENCE:** Indicate 3 space preferences on the line below. These are requests only, not guaranteed spots. On a separate sheet of paper, please explain why these areas would most accommodate your needs.

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**The documentation from the student must include:** (Type responses to the following questions on a separate sheet of paper. Each answer should be 400 words maximum. Applications lacking provider documentation will be considered incomplete.)

1. What is the problem/diagnosis?
2. What is the history? How long has this been going on?
3. How long will it continue?
4. How does the problem manifest itself?
5. What aggravates the problem?
6. What makes it better?
7. What sort of housing situation is ***NEEDED*** or ideal?

The following commonly heard reasons, for example, would not be grounds for accommodation:

- I can't study around other people.
- I'm a light sleeper and noise bothers me.
- I get stressed or have anxiety being around roommates.
- I suffer from migraines.

Requests stating these reasons will be denied. However, we will assist you in making good choices in the housing lottery process or will work with you after the Housing Lottery process to help make the room meet your needs. Accommodations that also include roommates are also frequently denied. Your documentation must state clearly why a particular roommate may be a part of your accommodation.

Information received after Monday, November 14, 2011 at 4 PM will be considered on a space available basis during the summer **AFTER** the Spring Housing Selection Process. Please contact the Office of Housing and Residential Life by calling (740) 427-5142 or email [reslife@kenyon.edu](mailto:reslife@kenyon.edu) if you have any questions.

**APPLICATIONS DUE Monday, November 14, 2011 at 4 PM IN THE OFFICE OF HOUSING AND RESIDENTIAL LIFE, GUND COMMONS**

# DOCUMENTATION FOR HOUSING ACCOMMODATION REQUEST

(To be completed by Health Care Professional)

Student Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Doctor/Medical Care Provider's Name: \_\_\_\_\_

In order to ensure the provision of reasonable and appropriate accommodations and services, current and comprehensive documentation is required. It should be submitted with professional letterhead and the qualifications of the examiner provided.

A decision on accommodations cannot be made without proper documentation, either through this form and any supporting test results, or through documentation on file with the Kenyon College Health and Counseling Center.

**Please answer the following questions (please attach additional pages if additional space is required):**

1. Specific Diagnosis.
2. Date of the diagnosis and last contact with student.
3. Statement as to the activities substantially limited by the condition and the level of severity.
4. Description of the student's functional limitations or behavioral manifestations in a college residence hall setting.
5. Medical recommendations regarding reasonable accommodations for this student in a college residence hall (based on questions 3 & 4).
6. Copies of tests or laboratory work that support the diagnosis (please attach).
7. Describe the type and frequency of medications taken related to diagnosis.

Documentation will be kept in a confidential file available only to members of the housing selection committee, whose recommendations are based on whether the medical documentation meets the above guidelines. The committee's decisions will be announced shortly after the deadline for each semester and students will be notified in writing.

Please return this information to the Office of Housing and Residential Life, Kenyon College, Gund Commons, Gambier, OH 43022

PHONE: 740-427-5142 / FAX: 740-427-5219

Signature of Physician/Medical Care Provider: \_\_\_\_\_

Date: \_\_\_\_\_