

Housing Accommodations Request Form

To be completed by student. Please print.

Name: _____ Student ID: _____

Address:

Semester and full academic year to which this request applies: _____

Accommodation requests must be made each academic year. Requests for housing accommodations must be submitted by:

March 10 for the fall semester for returning students

May 1 for the fall semester for incoming students

November 15th for the spring semester.

Requests for accommodations received after the deadline will be considered based on availability.

Home Address:

Home Phone:

Home Email:

Date of Birth:

Are you a new, transfer, or returning student? (Circle one.)

Please list specific housing accommodation(s) requested:

Based on a documented disability, why is this accommodation needed?

Signature:

Date:

Note – Housing accommodation requests are reviewed and processed in accordance with applicable law and College policy.

**For those students with a documented disability who have been approved for a single room as an accommodation, the single room housing rates will be set at the double room rate in the assigned residence hall.

Permission for Release of Information

I give permission for the exchange of any medical, educational or psychiatric information between the following departments of the College of Charleston:

- Center for Disability Services
- Campus Housing

I understand that information regarding any approved accommodations may also be shared with:

- Residence Life
- Public Safety
- Physical Plant
- My current or potential suitemates / roommates

To be completed by Student. (Please print)

Name and Title of Health Care Provider:

Address:

Phone:

Fax:

To be completed by student. (Please print)

Student's Full Name:

Student ID:

Home Address:

Phone:

Email:

Signature: _____ Date: _____

Submit documentation supporting a request via SecureShare. Students are asked to submit these materials using their College of Charleston email account. When a file has successfully been submitted using SecureShare, you will receive the following message: "Files Sent, Thank you!".