1. Housing accommodations are not guaranteed after deadlines listed in “steps to request a housing accommodation” and are dependent on the student making a timely request per the deadlines established in this brochure. After those deadlines, every attempt will be made to accommodate a student’s needs, but we cannot guarantee it.

2. All students living on campus must pay the rate established for the type of room they are assigned to, regardless of reason. Students living in a single bedroom in any hall pay the single rate established for the room. In the event that a single is not available and a double bedroom (if an empty room is available) is used to accommodate a student who needs a single, the student will not be billed an additional rate.

3. All students that are registered with OAS and/or receive a housing accommodation and would like to be on the “Emergency Evacuation” list are required to complete an “Emergency Evacuation Plan” and submit to the OAS office within two weeks of the beginning of the semester. Plan directions and format can be found here, www.easternct.edu/housing/forms.

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**Medical Leave of Absence**

Resident students who have been granted a leave of absence by the Vice President of Student Affairs, or his designee, should follow the steps below as it relates to securing housing upon their return:

1. Students must complete the required paperwork to request a leave (or have it completed by Health Services or Counseling and Psychological Services (CAPS)).

2. Students taking a medical leave of absence will be released from the remainder of the annual housing contract (there is no refund of housing fees mid-semester beyond the withdrawal deadlines established by the Board of Regents).

3. Students will be permitted to participate in the housing selection process for the upcoming academic year only if they communicate their intent to participate to Associate Director of Housing and Residential Life Angela Bazin, at bazina@easternct.edu by March 1. Students will be eligible participants in the selection process based on any priority points they have accrued for the year through the time of their leave. Students must follow all procedures and guidelines as all other resident students participating in housing selection, which does include the possibility of being placed on a waiting list if housing fills prior to the student’s pick time.

4. Students must be cleared through CAPS or Health Services and cannot occupy university housing until such time as they are cleared and approved to return and are registered full-time.
Please follow these steps in order to request a housing accommodation:

1. Review all information contained in this brochure.

2. Complete the Housing Accommodations Application, which may be found at www.easternct.edu/housing/forms/ by the established deadlines.

3. All requests must be made in a timely fashion, by the deadlines below, in order to be given priority consideration. Registration with the Office of AccessAbility Services (OAS) and an intake appointment are required prior to making a housing accommodation request:
   a. Returning students (students currently living on campus) – March 15.
   b. New incoming First-Year, Transfer, or Re-Admit students – April 1.
   c. Commuters requesting to return to housing – May 1 (Students returning from housing are not assigned until all current residential students who request housing have been assigned.)

4. Upon receipt of your request, staff from the OAS and the Office of Housing and Residential Life will review your request based on the application and medical documentation. Your disability-related documentation will be reviewed only by the Office of AccessAbility Services to maintain confidentiality of your condition(s).

5. Students will be notified of the decision via the student’s Eastern email address within four weeks after the deadline. Information and notification will not be accepted from, or sent to, any other email address.

Criteria for Eligibility

1. Students must initiate a meeting with OAS staff to determine if a reasonable housing accommodation is possible.

2. Students must pay the housing deposit and complete the housing application by established deadlines and be eligible to live on campus for the next academic year.

3. Student must submit disability-related documentation (typed, dated and on company letterhead) by the appropriate provider to support the request for which the special accommodation is being requested, along with the housing accommodation application. Your application will not be reviewed until all disability-related documentation has been provided. Disability-related documentation must be sent to OAS staff.

   Please find the documentation guidelines on the OAS website: www.easternct.edu/accessability/general.html.

4. Submitting the documentation and an application does not guarantee that a reasonable housing accommodation will be granted and/or available.

5. Depending on severity, asthma/allergies may or may not be a condition that is recognized as a disability under the Americans with Disabilities Act, and may or may not qualify for a housing accommodation.

6. All students living on campus must pay the established fee for the room, regardless of the need for an accommodation.

For further information, please visit the Office of AccessAbility Services website at www.easternct.edu/accessability/.

If a reasonable accommodation is granted:

1. Students will be assigned to any residence hall that meets the approved accommodation. Hall choices are not guaranteed.

2. Current residential students that have an approved accommodation have the ability to be assigned with one preferred roommate. The preferred roommate must be a current resident student and must have paid the housing deposit and completed the housing application by established deadlines and be eligible to live on campus for the next academic year. Preferred roommates must also email the Associate Director of Housing and Residential Life, Angela Bazin, at bazina@easternct.edu by March 15 to request being assigned with the OAS registered student, which removes the eligibility to participate in the housing selection process.

3. Incoming new first-year, transfer and re-admit students cannot be assigned with preferred roommates due to limited spaces available.

4. Commuters requesting to return to housing cannot be assigned with preferred roommates. Commuters are assigned after all current resident students have been assigned, and the ability to assign more than one person in the same apartment/suite/room does not exist.

5. Accommodations are made for one academic year (fall to spring). A new request is required for each academic year that a student plans to live on campus.