Resident students who have been granted a leave of absence by the Vice President of Student Affairs, or their 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 the 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 academic year through the time of their leave. Students must follow all procedures and deadlines 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 to housing and are registered full-time.
Steps for requesting a housing accommodation based on a disability:

1. Pay the non-refundable housing deposit of $250 and complete the on-line housing application by established deadlines. You must be eligible to live on campus for the next academic year.

2. Register with the Office of AccessAbility Services (OAS). Registering with a disability includes submitting sufficient and current documentation, as well as meeting with an OAS staff member for an intake appointment. Please refer to the OAS website for more information about registering with a diagnosed disability: www.easternct.edu/accessability

3. After you have registered with the OAS, OAS staff will provide you the link to the online Housing Accommodations Application. After you have submitted the Housing Accommodations Application, OAS staff will inform Housing of your need for housing accommodations. **Please note that the Housing Accommodations Application is separate from the housing application and both are required.**

4. In order for requests to be given priority consideration, requests must be made by the priority dates below. Please note that housing accommodations are based on availability and are not guaranteed.
   
   a. Returning Students (Students currently living on campus) – March 15
   b. New Incoming First-Year, Transfer, or Re-Admit Students – May 15
   c. Commuters Requesting to Return to Housing – May 1 (Commuters returning to housing are not assigned until all current residential students who request housing have been assigned and cannot be assigned with preferred roommates.

5. You will be notified of the status of your housing accommodations request via your Eastern email account within four weeks after the priority dates. Information and notification will not be accepted from, or sent to, any other email address.

If a reasonable accommodation is granted:

1. The student’s hall preferences will be taken into consideration, but the student(s) may be assigned to any residence hall that meets the approved accommodation. Hall choices are not guaranteed.

2. Students are assigned to housing based on their need (as determined by OAS) and their lottery number. Lottery numbers (based on a student’s earned Priority Points) are determined for all current resident students and are used by all students for placement. To maintain a “level playing field” in housing selection, a student’s lottery number is used to determine if it would have been possible for the student to get into his/her preferred hall if they were participating in the housing selection process. Although the student’s preferred hall will be taken into consideration, Eastern will conduct housing placements based upon the student’s lottery number, as well as to meet the need of the accommodation.

3. Current residential students that have an approved accommodation have the ability to be assigned with one preferred roommate if requested by the priority dates. The preferred roommate must be a current resident student and must have paid the non-refundable 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 1 to request being assigned with the OAS registered student, which removes the eligibility to participate in the housing selection process.

4. Students who receive an accommodation solely for a support animal, or students who require a service animal, do not get placed prior to housing selection, as support/service animals can live in any residence hall.

5. Incoming new first-year, transfer and re-admit students cannot be assigned with preferred roommates due to limited spaces available. However, we will do our best to accommodate these requests, if possible, if requested by the priority date.

6. 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.

7. 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.