



STUDENT HOUSING SERVICES

ACCOMMODATION REQUEST FORM INSTRUCTIONS

Deadline Date: Forms **MUST** be received by **June 1, 2018** (new students) and **May 1, 2018** (returning students) in order to be reviewed prior to room assignments. Once room assignments are released, we cannot guarantee that a transfer can be accommodated.

GENERAL INFORMATION

Student Housing Services strives to provide the best possible environment for students to achieve academic and personal success. Residence and room assignments are performed based on equity, using a randomized lottery process to determine priority for room assignments.

Most of our residence communities can accommodate a wide variety of specific needs. To review potential assignment locations, please refer to the **Accommodation Request Assignment Locations** summary available on our website at housing.uoguelph.ca/accommodation.

All requests for specific accommodation must be accompanied by an Accommodation Request Form so that Residence Admissions can: a) assess that the residence assignment matches the student's specific needs, and b) verify accuracy of information prior to assessing stated need. We cannot guarantee that all requests can be accommodated as requested.

INSTRUCTIONS & ASSIGNMENTS

1. The **Accommodation Request Form** must be completed in full and signed by the student as well as an applicable Attesting Professional.
2. The Accommodation Request Form, as well as a Residence Application and deposit must be received by email, fax or mail at the Residence Admissions office by the appropriate deadline listed below in order to be considered for special room assignment consideration. After this date, room assignment consideration will only be allowed if residence vacancies exist after the application deadline has passed.
3. A completed form or accompanying letter must be received from an Attesting Professional to verify the circumstances of the Applicant. The Attesting Professional must be associated with (ie. treating, counselling, monitoring, mentoring, etc.) the Applicant in relation to the condition or circumstances for which the Applicant is requesting special consideration.
4. Once signed by all parties, the Form should be submitted by email (with scanned signed documents), or by fax or postal mail to the Residence Admissions office using the contact information above.
5. Accommodation Requests are not exempt from the random lottery room assignment process. For example, a request for a single room may be entered into the automated assignment process for the purpose of residence building assignment.
6. Late Accommodation Requests can only be assigned if space allows.
7. Assignments are subject to the applicable residence fee for the room type and location assigned.
8. Applicants are advised that the University of Guelph does not provide specialized equipment or furnishings, with the exception of strobe lighting and bed alarms for the visually or hearing impaired. Each room is furnished with a standard-sized twin bed, dresser/wardrobe, desk and chair.

IMPORTANT DATES

May 1, 2018	DEPOSIT DEADLINE for Returning, Off-Campus, Transfer and Graduate students
June 1, 2018	APPLICATION AND DEPOSIT DEADLINE for New Semester One Incoming Students
June 1, 2018	DEADLINE for Special Accommodation Form for Incoming First Year Students
July 15, 2018	DEADLINE for Residence Cancellation to receive \$250 deposit refund
Late July 2018	Preliminary Room Assignments Released
Saturday, September 1, 2018	Residence Move-in Opening Day (First Year Students)
Sunday, September 2, 2018	Residence Move-in (Upper Year Students)