



STUDENT HOUSING SERVICES

ACCOMMODATION REQUEST FORM INFORMATION

Deadline Date: Forms **MUST** be received by **June 1, 2017** (for incoming first-year students)

* Returning upper-year students must submit an updated form each year at the time of application.

Email to: housing@uoguelph.ca
Fax to: 519-767-1670

Mail to: Residence Admissions, Maritime Hall,
University of Guelph,
50 Stone Road East, Guelph, Ontario, N1G 2W1

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.

In the event that a student requires specific accommodation based on unique circumstances that require special consideration during the assignment process, a Special Consideration Request Form is required so that Residence Admissions can: a) assess that the accommodation 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. Room assignments for valid Accommodation Requests are done in advance of regular automated lottery room assignments. Therefore, any late Accommodation Requests can only be assigned if space allows.
6. Assignments are subject to the applicable residence fee for the room type and location assigned.
7. 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.
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

Monday, May 1, 2017	DEPOSIT DEADLINE for Returning, Off-Campus, Transfer and Graduate students
Thursday, June 1, 2017	APPLICATION AND DEPOSIT DEADLINE for New Semester One Incoming Students
Thursday, June 1, 2017	DEADLINE for Special Consideration Form for Incoming First Year Students
Saturday, July 15, 2017	DEADLINE for Residence Cancellation to receive \$250 deposit refund
Late July 2017	Preliminary Room Assignments Released
Saturday, September 2, 2017	Residence Move-in Opening Day (First Year Students)
Sunday, September 3, 2017	Residence Move-in (Upper Year Students)