

Lynn University Special Housing Accommodation Request

RELEASE OF INFORMATION FORM

I, _____, authorize the Universities designated ADA representatives to discuss my disability-related needs with authorized members of the Lynn University administration and/or faculty for the purpose of assisting me in my program, as well as determining reasonable accommodations. I understand this information is confidential in nature and will be used only for housing purposes. I understand that this authorization may be withdrawn by me at any time through a written, signed, and dated request.

Signature

Date

Lynn ID#

(Do Not Fill Out Unless Revoking)

I, _____, am revoking my consent for this release of information.

Signature

Date

Lynn ID#

Please **RETURN** this form with your
Housing Accommodation Request Form to:
Stacey Hearn
ADA Specialist
3601 N. Military Trl
Boca Raton, FL 33431

Lynn University
Housing & Residence Life
Division of Student Affairs

HOUSING ACCOMMODATION REQUEST FORM

NAME _____ DATE _____

LYNN ID # _____

ADDRESS _____ CELL PHONE _____

DISABILITY _____

PHYSICIAN or DIAGNOSTICIAN _____

PHYSICIAN or DIAGNOSTICIAN ADDRESS _____

TELEPHONE _____ FAX _____

ACADEMIC YEAR REQUESTING ACCOMMODATION FOR _____

Please understand you will need to renew each year for special housing accommodations

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Please explain the difficulties you experience with residential living:

2. Please explain the special housing accommodation that you are requesting (some examples include do you need a wheelchair accessible room? Do you need to be on the 1st floor? Do you need an elevator? Do you need a single room?):

Please **RETURN** this form with your
Release of Information Form and all appropriate documentations to:
Stacey Hearn
ADA Specialist
3601 N. Military Trl
Boca Raton, FL 33431

Guidelines for students:

1. Release of information form and Housing accommodation request form filled out and returned to Stacey Hearn, ADA Specialist;
2. Documentation of the condition or need that is the basis of the request;
3. An explanation of how the request relates to the impact of the condition;
4. An indication of the level of need for the recommended configuration (and the consequences of not receiving);
5. Possible alternatives if the recommended configuration is not possible.

To evaluate requests based on medical, psychological or disability related conditions accurately and equitably, Lynn University will need documentation. Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request.

Documentation requirements may vary based on disability and requested accommodations. Typical documentation may include, but is not limited to the following:

1. Medical documentation from the treating physician
2. Neuropsychological Report(s)
3. Psychological – Educational Report(s)

All documentation must include the diagnosis and should include recommendation.

Documentation should be on the practitioners official letterhead, include their signature, and if applicable their license number. Documentation should be recent (i.e. if medical documentation from treating physician then within the prior year or if neuropsychological or psychological-educational testing then within the past three years) and the provider should not be an immediate family member.

We also request that the student write a brief letter explaining their housing request(s), reasoning for request, the specific accommodation(s) requested and how the(se) accommodation(s) will make living in the residential halls accessible in order for us to better understand your specific needs.

How to Submit a Request for Housing Accommodations

1. The student completes the Release of Information form, Housing Accommodation form, along with supporting documentation. Upon receipt of the completed information, the Housing Accommodations Committee will determine if an interview is needed.
2. The Housing Accommodation Committee will review each request, including the supporting documentation provided, and make a decision about the request.
3. The student will be notified of the Committee's decision by email. If the decision is to grant the request, communication will include the specific housing assignments. The assignment will be based on the student's need; please keep in mind that there is *no guarantee that any student will be placed in a specific residence hall or room*,

accommodations are made on a needs-based and space-available basis. If the decision is to deny the request, all attempts will be made to explain why a request was denied in order to keep the student informed.

4. A student can appeal and have the case reviewed by the Dean of Students.

Consideration is given based on the date all documentation is submitted and space availability. The housing accommodation committee will meet during the 3rd week of June. The committee has a preferred date of June 1, 2016 for all paperwork to be submitted for consideration.

Simply submitting the Request of Housing Accommodation form does not guarantee that the request will be granted. Accommodations are made on a needs-based and space-available basis.