



Housing Accommodations Request

Bob Jones University is committed to providing reasonable accommodations to qualified students who have a documented need for such accommodations. In order to qualify for housing accommodations, a student must fill out the Housing Accommodations Request Form (page 2 of this document) and provide any requested documentation from applicable medical health professionals.

All documentation will be kept confidential in accordance with guidelines set forth by FERPA. When supplying documentation, please consider that it should:

1. Clearly identify the disability or condition.
2. Include methods used to assess the condition.
3. Cite current physical limitations.
4. Provide description of any progression of the condition.
5. Include a summary of past accommodations and assistance.
6. Supply recommendations from previous professionals.

Requests for disability-related housing accommodations will be reviewed by the Office of Student Life. The following factors will be considered when reviewing requests:

1. Is the impact of the condition life threatening if the request is not met?
2. Is the request an integral component of a treatment plan prescribed by a medical professional for the condition in question?
3. Is space available to meet the student's need?
4. Can space be adapted without creating a safety hazard?
5. Are there other effective means that would achieve similar benefits as the requested accommodation?
6. How does meeting the documented need impact housing commitments for other students?
7. Is the cost of meeting the need prohibitive?
8. Was the request made by the deadline?

BJU makes every attempt to find reasonable accommodations for those conditions that are covered under the ADA and Section 504 of the Rehabilitation Act of 1973. Requests are reviewed and determined on a case-by-case basis based upon the documentation and information received. Please note that private room accommodations are rare. **Completed applications must be received by June 1.** An application that is incomplete or received after the deadline may result in a housing assignment that does not meet the applicant's need.

Once a determination is made concerning accommodations, written notification will be sent to the applicant. This notification (page 3 of this document) should be reviewed and signed by the applicant and then returned to the Office of Student Life by mail or fax.

Students approved for housing accommodations may meet with a student life staff member annually to renew their requests. All questions regarding this application process or accommodations should be directed to the Office of Student Life.

Any residence hall student currently enrolled at BJU who believes he or she has been discriminated against or harassed on the basis of disability may use the BJU Disability Grievances and Complaints Policy and/or file a formal discrimination complaint pursuant to the BJU Discrimination and Harassment Policy.

Please fill out form below:

Student's Name	(Last)	(First)	(MI)
ID Number (if applicable)			
Address:			
City, State, Zip			
Completed applications must be received by June 1.			
Fax to: Housing Accommodations Request 864-770-1309		Mail to: Division of Student Life Bob Jones University 1700 Wade Hampton Blvd. Greenville, SC 29614	
Specific accommodation needs: Please include pertinent documentation with this application. Additional documentation may be requested.			
Reviewed By:		Date:	
Approved By:		Date:	

STUDENT LIFE ASSESSMENT
and
ACCOMMODATIONS AGREEMENT
(to be completed by Student Life officer)

Approved By:		Date:	
Student Signature:		Date:	