



Bentley University Residential Center

Housing & Meal Plan Medical Accommodation Petition

Bentley students with an existing medical diagnosis which requires a specific style of housing can petition the Residential Center to obtain an appropriate accommodation in housing for the 2018–2019 academic year under the Americans with Disabilities Act. The petition process for a Housing & Meal Plan Medical Accommodation is a pre-selection process, with all approved applicants securing an appropriate assignment before the regular 2018–2019 Housing Selection Process begins. Each applicant must complete the following steps to petition for a housing and/or meal plan medical accommodation:

1. Carefully read the Guidelines for a Housing & Meal Plan Medical Accommodation (located on the back of this form) and complete this petition as thoroughly as possible.
2. Submit a typed letter or statement (from the applicant) detailing your current medical diagnosis, identifying the specific style of housing your diagnosis requires and explaining why your diagnosis requires such an accommodation.
3. Your medical specialist will need to submit supporting documentation in a detailed typed-letter, on letterhead, with a hand signature and date from your medical specialist, detailing:
 - a. Your official diagnosis,
 - b. History of the diagnosis (including how long you've been treated by the specialist),
 - c. The impact (how it affects you),
 - d. Treatment plan,
 - e. Their recommendation (including the style of housing needed to support this diagnosis and why your diagnosis requires such an accommodation).
4. If you have questions regarding the process, please schedule a meeting (781-891-2148) with the Assistant Director of Housing Operations in the Residential Center.

All petitions must be submitted via email (housing@bentley.edu), by delivering the petition to the Residential Center (located on the 3rd Floor of the Student Center), or by fax (781-891-2505) by the following dates and times:

- **Students Returning from Study Abroad:** Due by 4:30PM on November 14th, 2018 (Committee will review on Nov 28, 2018)
- **New Students for Spring 2019:** Due by 4:30PM on December 17th, 2018 (Committee will review on Dec 19th, 2018)

Each petition submitted to the Residential Center will be reviewed by the university's Housing & Meal Plan Exemption Committee before final decisions are delivered. The committee's decision on each petition will be sent to the applicant's Bentley email address. Any petition accepted by the committee will receive a housing offer with the email, as well as additional instructions that must be completed to finalize the process.

Last Name: _____

First Name: _____

Bentley ID: _____

Campus Address: _____

I give the following office(s) permission to release information about me to the Housing & Meal Plan Medical Accommodation Committee related to the disability or medically-related accommodation discussed by myself (in my typed letter or statement) or my physician. This information should only be used to assist in determining the appropriate accommodation. Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> The Office of Disability Services | <input type="checkbox"/> Sodexo Dining Services |
| <input type="checkbox"/> The Counseling Center | <input type="checkbox"/> The Center for Health and Wellness |
| <input type="checkbox"/> The Residential Center | <input type="checkbox"/> Other (please define below): |

Other: _____

I have read this petition, and the Guidelines for a Housing & Meal Plan Medical Accommodation, and I acknowledge that I understand the information contained therein. By signing this petition, I represent that all information provided in this petition and the documentation accompanying the petition is truthful, accurate and complete. I acknowledge and understand that providing information that is untruthful, inaccurate or incomplete will subject me to disciplinary action, up to and including expulsion from Bentley University.

Student Signature: _____

Date: _____

Guidelines for a Housing & Meal Plan Accommodation

1. The requesting student must clearly state their current medical diagnosis, as well as the type of housing required to accommodate this diagnosis.
2. It is the responsibility of the applicant to provide all supporting documentation for their medical diagnosis. It is not the responsibility of the Residential Center or the Housing & Meal Plan Medical Accommodation Committee to gather this information on the student's behalf. The petition will not be accepted or submitted to the committee for review without the appropriate level of supporting documentation.
3. If you have any questions or concerns regarding the Housing & Meal Plan Medical Accommodation process, please schedule an appointment with the Assistant Director of Housing Operations before submitting your petition. Students should bring all supporting medical documentation to this meeting. The Assistant Director of Housing Operations will provide an overview of the accommodation process, as well as confirm whether the supporting documentation proves sufficient for the petition process. You can schedule an appointment by calling 781-891-2148 or emailing housing@bentley.edu.
4. All petitions, and related appointments with the Assistant Director of Housing Operations, must be completed by the following dates:
 - **Students Returning from Study Abroad:** Due by 4:30PM on November 14th, 2018
 - **New Students for Spring 2019:** Due by 4:30PM on December 17th, 2018

Any petition submitted after this deadline will be considered by the committee, however, providing accommodations after the deadline is at the committee's discretion and/or dependent on available resources.

5. The Housing & Meal Plan Medical Accommodation Committee is comprised of representatives from the following offices: Residential Center, Office of Disability Services, Center for Health & Wellness, Sodexo (food services), Facilities Management, and Student Affairs. The committee will review all requests after:
 - **Students Returning from Study Abroad:** Committee will review on November 28th, 2018
 - **New Students for Spring 2019:** Committee will review on December 19th, 2018
6. If a petition is denied, the applicant must complete all of the necessary steps to enter and secure housing through the regular Housing Selection Process.
7. If a petition is approved, the applicant will be offered a medically relevant housing assignment. The space offered will meet the medical needs of the applicant but will not jeopardize the integrity of the class based housing selection process. The relationship between an exemption and/or accommodation and the housing selection process will be explained during the meeting with the Assistant Director of Housing Operations.
8. Included in the decision email (if accepted) will be an acceptance form that must be completed and signed by the applicant. The acceptance form must be signed by any respective roommates included in the offer. All acceptance forms must be signed and emailed or faxed to the Residential Center by the deadlines provided.
9. Although the applicant is petitioning for a Housing & Meal Plan Medical Accommodation, it's important for all parties (the applicant and any requested roommates) involved to register for the general housing selection process. In the event the petition is denied, or should the applicant decline the offer presented to them, the group will still be in position to participate in the housing selection process.