



### Housing Accommodation Request Form

The University of New England (“UNE” or “University”) recognizes the importance of providing reasonable accommodation in its housing policies and practices where necessary for students with disabilities to use and enjoy University housing. A reasonable accommodation is an exception to the usual rules or policies that a resident with a disability may need to have an equal opportunity to use and enjoy University housing.

Please complete this form and return it to the Student Access Center as soon as practicably possible before moving into University housing. If the request for accommodation is made fewer than 60 days before you intend to move into University housing, UNE cannot guarantee that it will be able to meet the your accommodation needs during the first semester or term of occupancy. More information is available in the UNE Housing Reasonable Accommodation Policy.

Today’s date \_\_\_\_\_ Student’s PRN \_\_\_\_\_

Name of Student/Resident (print): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current UNE student? ( ) Transfer ( ) Freshmen ( ) Sophomore ( ) Junior ( ) Senior

Do you currently reside on campus? ( ) NO- date expected to move in: \_\_\_\_\_

( ) YES- dorm name & room number: \_\_\_\_\_

Specific Reasonable Accommodation being requested (please add additional pages, if necessary):

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Please identify your disability/disabilities:

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Why do you believe the housing accommodation is necessary because of your disability:

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In circumstances where either your disability and/or requested accommodation is not obvious, you must provide a verification from a reliable third-party (e.g., a physician or other medical professional) establishing that you have a disability and that the accommodation is necessary to provide you an equal opportunity to use and enjoy University housing. **Please note it is your responsibility to obtain documentation and submit to Student Access. Applications cannot be reviewed without supporting documentation.**

Documentation guidelines can be found online: <https://www.une.edu/pdfs/documentation-guidelines-housing-accomodations> , or sent to you via email upon request.

By signing below, I certify that the information I have provided in this application is, to the best of my knowledge, true, complete, and accurate. By signing below, I acknowledge that I understand the accommodations process requires my full participation and interaction with the Student Access Center. By signing below, I authorize the verifier to provide only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Assistance provided by (if applicable) \_\_\_\_\_

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This application and any supporting documentation, which will remain confidential under the scope of pertinent laws regarding post-secondary education, can be submitted via ground mail, email, or fax to:

**Student Access Center**, Attn: Jessica White, Coordinator  
University of New England  
11 Hills Beach Road  
Biddeford, ME 04005  
Phone: 207-602-2815  
Fax: 207-602-5971  
Email: [bcstudentaccess@une.edu](mailto:bcstudentaccess@une.edu)