



Housing Accommodations

Fall 2022 through Spring 2023

Last updated 4.28.22

Documentation Requirements

Documentation must:

- Be in the form of a **letter or report** from a physician, psychologist, psychiatrist or other medical provider who is **qualified to make the diagnosis** and is **currently treating you** for the disability for which you are requesting a housing accommodation. For example, a psychiatrist would not be an appropriate clinician to provide documentation for a gastrointestinal condition.
- The documentation must be on official letterhead and should be signed and dated within the last two years.
- Include a **specific diagnosis**, a **statement** of your current condition, the **date and a summary of your most recent evaluation**, and the **expected duration** of your condition.
- State the current impact of (or **functional limitations**) imposed by the condition on your living situation.
- Explain **how the condition relates** to your request for a Housing accommodation. There must be a **direct link** established between the condition and your requested housing accommodation.
- Clearly state a **specific housing accommodation** recommendation as a result of the condition.
- Include **possible alternatives** if the requested accommodation is not available.
- Provide evidence the provider is **currently treating you** for the condition for which the accommodation is requested.

It may take one to two weeks for your Application for Support Services to be processed, even with adequate documentation. If the documentation submitted is inadequate, the processing time will increase.

Examples of disabilities that may qualify for a housing accommodation:

- Physical impairments requiring a wheelchair and/or adaptive equipment
- Medical conditions requiring extensive medical equipment and supplies
- Visual impairments
- Severe medical conditions
- Psychological Disabilities
- Autism Spectrum Disorders

Application Review

Once you submit your application and documentation, they will be reviewed by the Health, Wellness, and Accommodation Manager (HWA Manager). *Incomplete applications will not be accepted.* Documentation requirements are firm and are not flexible, so you will be notified if any documentation is missing. If the documentation meets the requirements, you will be contacted for an intake appointment to discuss your housing request and possible academic accommodations.

Housing Assignment

If your housing request is approved, HWA Manager will write a letter to the Site Director specifying a housing recommendation. The Site Director will then determine a specific room assignment for you. Your accommodation will remain on file for as long as you live on site, you will not need to reapply for an approved housing accommodation. Your room assignment may change from semester to semester. The HWA Manager should be contacted with questions or concerns about your room assignment and/or your housing contract.

Priority Deadline Dates

Verto Education is unable to:

- Provide a low distraction living environment accommodation based solely on a diagnosis of ADHD or a learning disability.
- Honor housing accommodation requests for a specific room assignment, residence hall assignment, or roommate assignment.
- Provide a dust, mold, or allergen-free housing accommodation.