

## Peralta Residence Center

### Housing Accommodation Request Form

Revised: April 2017

#### Student Information - Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I: \_\_\_\_\_

College: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current E-Mail: On-Campus Assignment (if any): \_\_\_\_\_

Wechat: \_\_\_\_\_

#### ACCOMMODATION PROCESS

Step 1. Contract for Housing - Your accommodation is impacted by your contract date. On the contract there is an accommodation question. Don't assume your needs will be met based only on your contract preferences. Once your assignment is made, we may not be able to change it.

Step 2. Submit this Form - You will need to complete a Housing Accommodation Request Form and submit it to PRC along with the required documentation. If you don't complete this step prior to June 30 for fall, December 1 for spring, or before you are assigned we may not be able to accommodate you. If needed, you may be contacted for clarification or additional information. To avoid delays, please make sure the email above is one you check regularly.

Step 4. Your Request is Reviewed – Once you have completed the above steps, your request will be evaluated by PRC staff who will make a recommendation regarding your assignment. There may be a difference between what you want / ask for and what the law and medical opinion tells us you need. Approval of all requests is at the discretion of Peralta Resident Director.

#### Request Information - Please answer ALL 3 questions.

1. I am requesting this accommodation to begin (date or semester):

\_\_\_\_\_

2. This request is based upon a permanent / reoccurring condition and I will need to be accommodated as long as I live on-campus.

- Yes - The PRC will make my initial assignment. In future years, I will participate in Recontracting to select my assignment.

- No - This condition is not anticipated to extend beyond the current academic year. If this changes, I will contact the PRC.

3. This accommodation involves (check all that apply):

Assistance Animal \*                      Equipment / Furnishings\*\*

3. I am requesting the following accommodation:

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**Statement of Agreement - By submitting this form I am agreeing that:**

- I have reviewed and I understand the information on the form.
- I am giving PRC permission to discuss this form, my documentation, and other information pertinent to my accommodation request.
- My request will only be considered once appropriate, supporting documentation is received and will then be evaluated on the merits of the documentation provided.
- I am aware housing accommodations are impacted by when I contract for housing. If I submit my contract late my requested accommodation may not be possible because appropriate space is no longer available.
- I am aware that this request is for a housing accommodation that first and foremost meets my documented needs. Building and room type preferences listed on my housing contract will be considered and honored if possible, but an assignment within my preferences is not guaranteed.
- I am aware that this request applies only to my housing and does not apply to my roommate or requested roommate.

**Student Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Signature (if student is under 18):** \_\_\_\_\_ Date: \_\_\_\_\_

Please return your form to this office:

Department of Residence: 3266 Logan Street, Oakland, California 94601, USA

E-mail: [usef.edu@gmail.com](mailto:usef.edu@gmail.com)                      Wechat: paulc3                      Phone: 707-514 6707

**OFFICE USE ONLY**      **Received Date:** \_\_\_\_\_ **Documentation Date:** \_\_\_\_\_  
**Approved Date:** \_\_\_\_\_ **Assignment:** \_\_\_\_\_