Each request is individually evaluated based on the merits of the supporting documentation provided.

Requests may take up to two weeks to process after all supporting documentation is received, though actual length of the review process can vary depending on the application volume. Requests will not be considered until supporting documentation is complete.

Requests involving disabilities will include the Coordinator for Access and Equity Services and/or Health Center, or Counseling Center. Once your request has been evaluated, a recommendation will be made to the Office of Residence Life. We will notify you of the decision once we have reviewed the recommendation. We make every attempt to do this in a timely manner. Approval of all requests is at the discretion of Tompkins Cortland Community College Office of Residence Life.

Housing

If this information is submitted prior to the start of fall semester or during winter break and prior to the start of spring semester, if your request is approved, staff in the Office of Residence Life will house you according to the recommendation of the reviewer and the available housing options. If this information is submitted during the fall or spring semester, a staff member from Residence Life will contact you to arrange a meeting concerning available housing options.

If the type of housing that is being recommended is not currently available, you will be placed on a list for special consideration. These requests will be prioritized ahead of all other housing requests, and if the recommended space becomes available, you will be contacted. If there is no accommodation that meets your specific need, you will be released from your housing contract by the Director of Residence Life.

Dining

If your request is approved, you will not be required to have the mandatory meal plan. You will be responsible for all of your own meals.

2/2009

SPECIAL HOUSING/DINING REQUEST APPLICATION

NOTE: If you are requesting special housing accommodation because of a disability, you MUST be registered with the Coordinator for Access and Equity Services.

Name: _____   I.D. Number:_____