



STUDENT HOUSING SERVICES

SPECIAL CONSIDERATION INFORMATION

Deadline Date: Forms MUST be received by **June 1, 2015** (for incoming first year students)

* Returning upper-year students must submit an updated form each year at the time of application.

Email to: housing@uoguelph.ca

Mail to: Residence Admissions, Maritime Hall,
University of Guelph,

Fax to: 519-767-1670

GENERAL INFORMATION

Student Housing Services strives to provide the best possible environment for students to achieve academic and personal success. Residence and room assignments are performed based on equity, using a randomized lottery process to determine priority for room assignments.

In the event that a student requires specific accommodation based on unique circumstances that require special consideration during the assignment process, a Special Consideration Request Form is required so that Residence Admissions can: a) assess that the accommodation matches the student's specific needs, and b) verify accuracy of information prior to assessing stated need. We cannot guarantee that all requests can be accommodated as requested.

INSTRUCTIONS & ASSIGNMENTS

1. The **Special Consideration Request Form** must be completed in full and signed by the student as well as an applicable Attesting Professional.
2. The Special Consideration Request Form, as well as a Residence Application and deposit must be received by email, fax or mail at the Residence Admissions office by the appropriate deadline listed below in order to be considered for special room assignment consideration. After this date, room assignment consideration will only be allowed if residence vacancies exist after June 1, 2015.
3. A completed form or accompanying letter must be received from an Attesting Professional to verify the circumstances of the Applicant. The Attesting Professional must be associated with (ie. treating, counselling, monitoring, mentoring, etc.) the Applicant in relation to the condition or circumstances for which the Applicant is requesting special consideration.
4. Once signed by all parties, the Form should be submitted by email (with scanned signed documents), or by fax or postal mail to the Residence Admissions office using the contact information above.
5. Room assignments for valid Special Consideration Requests are done in advance of regular automated lottery room assignments. Therefore, any late Special Consideration Requests can only be accommodated if space allows. Assignments are subject to the applicable residence fee for the room type and location assigned.
6. Not all Special Consideration Requests will be exempt from the random lottery room assignment process. For example, a request for a single room may be entered into the automated assignment process for the purpose of residence building assignment.
7. Applicants are advised that the University of Guelph does not provide specialized equipment or furnishings, with the exception of strobe lighting and bed alarms for the visually or hearing impaired. Each room is furnished with a standard-sized twin bed, dresser/wardrobe, desk and chair.

IMPORTANT DATES

Friday, May 1, 2015

DEPOSIT DEADLINE for Returning, Off-Campus, Transfer and Graduate students

Monday, June 1, 2015

APPLICATION AND DEPOSIT DEADLINE for New Semester One Incoming Students

Monday, June 1, 2015

DEADLINE for Special Consideration Form for Incoming First Year Students

Monday, July 20, 2015

Preliminary Room Assignments Released

Saturday, August 15, 2015

DEADLINE for Residence Cancellation to receive \$250 deposit refund

Saturday, September 5, 2015

Residence Move-in Opening Day (First Year Students)