

# Information about Housing Accommodations at Emporia State University

There are three housing accommodations that students can request from SASS. These requests are granted based on need to help alleviate symptoms of a diagnosed disability. They are:

- **Single Room**- room space assigned to only one student
- **Exemption**- allows a student who is typically required to live on campus to live off campus, or allows a student living in the dorms to not have a meal plan (due to severe allergies, etc.).
- **Contract Release** - allows a student who has signed the housing and dining contract to be released from the contract and terms.

## What SASS Needs From You

A letterhead from a licensed professional stating the following:

- Student is under the licensed professional's care
- Student has a diagnosed disability- no specifics needed
- Clear description of the desired housing accommodation
- Students would benefit from having desired accommodation to reduce/alleviate symptoms.

## Next Steps

Requests for a single room, housing/meal plan exemption, or a contract release that are approved by SASS may require additional steps to be completed that Residential Life staff will communicate with the student. Once a decision is made, SASS will notify the student via the student's g.emporia.edu email account.

**Deadline:** Housing accommodation requests may be submitted at any time, but students are encouraged to request them at the time they complete the housing application. No decision will be made until letter is received by SASS. A confirmation will be sent to the student when it is received.

## Things to Consider

Students who make a request for a single room based on a preference will be placed in a queue for a single room as they become available. Requests are organized in the order they are received. Students requesting an exemption or contract release should not enter into an off-campus contract/lease until they have received decision notification from SASS and Residential Life.

Please contact Residential Life for more information.



Student Accessibility + Support Services