



Bentley University Residential Center

Housing & Meal Plan Accommodation Exemption Petition

Bentley residents with an existing medical condition, one which requires a specific style of housing, can petition the Residential Center to obtain a relevant accommodation in housing for the 2016 – 2017 academic year. The petition process for Medical Housing is a pre-selection process, with all approved applicants securing an appropriate assignment before the regular 2016 – 2017 Housing Selection Process begins. Each applicant must complete the following steps to Petition for Medical Housing:

1. Carefully read the Guidelines to Petition for Medical Housing (located on the back of this form) and complete this Petition as thoroughly as possible.
2. Submit a typed letter (from the applicant) detailing your current medical condition, clarifying the specific style of housing your condition requires and explaining why your condition requires such an accommodation.
3. Submit supporting documentation from your medical specialist, detailing your current diagnosis, recommending the style of housing needed to support this condition and explaining why your condition requires such an accommodation. This documentation must be submitted on medical letterhead, include the date and your physician’s signature.
4. If you have questions regarding the process, please schedule a meeting (781-891-2148) with the Associate Director of the Residential Center.

All Petitions for Medical Housing must be submitted by **4:00 PM** on Friday, **February 26, 2016**. Each petition submitted to the Residential Center will be reviewed by the university’s Meal Plan & Housing Exemption Board before final decisions are delivered. The board’s decision on a petition will be sent to the applicant’s Bentley email address on Thursday, **March 3, 2016**. Any petition accepted by the board will receive a housing offer with the email, as well as additional instructions that must be completed to finalize the process.

Last Name: _____

First Name: _____

Bentley ID: _____

Campus Address: _____

Depending on the board’s decision, and resulting placement (if accepted), the applicant may be able to include roommates within their medical housing assignment. Please provide the name(s) of any student(s) with whom you wish to live.

Roommate 1: _____

Bentley ID: _____

Roommate 2: _____

Bentley ID: _____

Roommate 3: _____

Bentley ID: _____

Roommate 4: _____

Bentley ID: _____

Roommate 5: _____

Bentley ID: _____

Please note: Roommates requests are considered when offering a medical assignment, but are **not** guaranteed to be included with the housing offer.

I have read this Petition, and the Guidelines to Petition for Medical Housing, and I acknowledge that I understand the information contained therein. By signing this Petition, I represent that all information provided in this Petition and the documentation accompanying the Petition is truthful, accurate and complete. I acknowledge and understand that providing information that is untruthful, inaccurate or incomplete will subject me to disciplinary action, up to and including expulsion from Bentley University.

Student Signature: _____

Date: _____

Housing and Meal Plan Accommodation Exemption Guidelines

1. The requesting student must clearly state his/her current medical condition, as well as the type of housing required to accommodate this condition.
2. It is the responsibility of the applicant to provide all supporting documentation for his/her medical condition. It is not the responsibility of the Residential Center, or the Meal Plan & Housing Exemption Board, to gather this information on the student's behalf. The Petition will not be accepted or submitted to the board for review without the appropriate level of supporting documentation.
3. Listed below are some examples of the types of documentation that are useful in supporting a Petition. This is not meant to be a comprehensive list, but rather a guide for the type of materials that can support a request for medical housing.
 - **Medical Inability:** A detailed statement from a current treating physician detailing how the particular condition is impacted when living on campus; the physician needs to include an explicit recommendation of the specific type of housing arrangement required to accommodate this condition. Specific information about the illness/injury, date the condition first occurred, expected duration, treatment plan, medication being taken, follow up visits, special equipment needed, etc. are all necessary and should be included. Other related medical documents/records may be helpful as well.
 - **Restricted Medical Diet:** A detailed statement from a current treating physician/specialist detailing how the particular condition is impacted by using the campus dining services (and meal plan); the physician needs to include an explicit recommendation about the impact of dining in the campus dining services (because of this condition). Specific information about the condition, date the condition first occurred, expected duration, treatment plan, medication being taken, follow up visits, details about any special diet required (including specific foods), etc. are all necessary and should be included. Other related medical documents/records may be helpful as well.
 - Religious concerns, or dietary lifestyles (i.e. vegetarian, vegan, etc.), are NOT sufficient reasons to file a Petition for medical housing (and/or avoid the on-campus meal plan). Students are encouraged to speak with a Sodexo Manager directly to arrange dining options.
4. If you have any questions or concerns regarding the Medical Exemption process, please schedule an appointment with the Associate Director of the Residential Center before submitting your Petition. Students should bring all supporting documentation (i.e. doctor's note) to this meeting. The Associate Director will provide an overview of the exemption process, as well as confirm whether the supporting documentation proves sufficient for the Petition process.
5. All Petitions, and related appointments with the Associate Director of the Residential Center, must be completed by **4:00 PM on Friday, February 26, 2016**. Any Petitions submitted after this deadline will not be considered by the board before the Housing Selection Process is completed.
6. The Meal Plan & Housing Exemption Board is comprised of representatives from the following offices: Residential Center, Office of Disability Services, Center for Health & Wellness, Sodexo (food services) and Student Affairs. The board will review all requests on **Tuesday, March 1, 2016**.
7. The board's decision will be sent to the applicant's university email address on **Thursday, March 3, 2016**.
8. If a Petition is denied, the applicant must complete all of the necessary steps to enter and secure housing through the regular Housing Selection Process.
9. If a Petition is approved, the applicant will be offered a medically relevant housing assignment. The space offered will meet the medical needs of the applicant, but will not jeopardize the integrity of the class based housing selection process. The relationship between an exemption and/or accommodation and the housing selection process will be explained during the meeting with the Associate Director of the Residential Center.
10. Included in the decision email (if accepted) will be an acceptance form that must be completed and signed by the applicant. The acceptance form must be signed by any respective roommates included in the offer. All acceptance forms must be signed and returned to the Residential Center by **4:00 PM on Monday, March 7, 2016**.
11. Roommates: An applicant can request up to five roommates through the petition process. All roommate requests are considered when preparing housing offers for the accepted petitions, but please be aware that roommates are not guaranteed to be included in the offer. Each situation is different, and depending on the situation being considered, a housing offer that includes all, some or none of the requested roommates could be presented to the applicant. If a housing offer is made that will only include a portion of the group of requested roommates, it is the applicant's responsibility to finalize the group of roommates and get the necessary signatures on the acceptance form. Any requested roommate not included in the housing offer must enter the selection process to secure housing for the next academic year.
12. Although the applicant is petitioning for medical housing, it's important for all parties (the applicant and any requested roommates) involved to register for the general housing selection process. In the event the petition is denied, or should the applicant decline the offer presented to them, the group will still be in position to participate in the housing selection process.