



## Queen's Residence Admissions Special Consideration Form Instructions

Residence Admissions is collecting this information in order to better accommodate requests for special considerations in residence.

In the case of documented mobility and agility accommodations or mental health issues, this information may be shared with Residence Life staff for emergency evacuation purposes and support and with Disability Services for consultation purposes. The information collected is not shared with any other department. It is your responsibility to share any special consideration information with other departments at Queen's University if necessary.

This form is confidential and used by Queen's University Residence Admissions for placement purposes only.

Please ensure that all of the information requested is complete before returning the form to Residence Admissions.

If you are citing medical, mental health, or cognitive issue as the basis of special consideration, a qualified health care practitioner (with a relevant specialty) must complete sections B, C, and D of this form or provide us with a letter on office letterhead. Included must be the practitioner's signature, credentials and contact information as well as specifics (as precisely as possible) to the connection between the condition and the need for a special room arrangement.

If you are citing lifestyle, cultural or religious reasons for special consideration, health care provider information is not necessary. We will contact you only if we require any further information.

Please note that while we try our best to accommodate special considerations there are some situations where this is not possible (such as migraines and allergies). Residence is by its very nature "high-density" living and while most students enjoy this, we encourage all incoming students to decide for themselves if residence is the best option for them. This information **must be received on or before the application deadline June 8, 2012**. Please fax or mail to the Queen's Residence Admission office. Late or incomplete information will not be considered.

Residence Admissions  
D015 Victoria Hall  
Queen's University  
Kingston, Ontario, K7L 3N6  
Phone# 613-533-2550 Fax# 613-533-6759  
Email: reshouse@queensu.ca

**Queen's Residence Admissions  
Special Consideration Form**



**Confidential**

<b>Section A: Student's Information</b>
Name:
Student #:
Address:
Phone #:
Email:

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

If your special consideration is related to lifestyle, religious or cultural reasons please fill out section C and D

<b>Section B: Care Provider's Information(required for medical, mental health, cognitive issues)</b>
Title:
Name:
Occupation:
Phone #
Fax #
Email:

Care Provider's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(only when required)

**SECTION C: Please specify the room/building requirements needed:** (e.g. single room, no carpet, needs an elevator, long bed, details that are important for placement in residence)

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**SECTION D: Please indicate the reason(s) for which these accommodations are needed:** (e.g. limited mobility, visually impaired, hearing impaired, cognitive issues, cannot walk 15 minutes outside in cold weather, cannot wait outside for a bus, can not climb stairs)

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