



**Bethany
College**

Submit this form and all other documentation to the Section 504

Coordinator:

Khali M. Carpenter

kcarpenter@bethanywv.edu

Fax: (304) 829-7788

**Housing and Transportation
Accommodation Request Application
Updated July 2022**

Student Name: _____

Bethany College Email Address: _____

Student Phone Number: _____

Are you seeking housing accommodations? Yes No

Are you seeking transportation accommodations? Yes No

For what semester do you need to start your accommodation services? _____

Residence Hall Location: _____

Please provide more information about your housing or transportation accommodation request.
Attach additional pages if necessary.

In order to participate in the housing and/or transportation accommodation process, students must request their specific accommodation needs to the College's Section 504 Coordinator, by submitting appropriate documentation (including this application) that meets Bethany College and federal law standards, by communicating with the Section 504 Coordinator to determine if a reasonable and effective accommodation is appropriate, and by communicating to the Section 504 Coordinator any difficulties they may be having in obtaining an authorized accommodation. Reasonable accommodations are authorized under appropriate circumstances and on an individual basis. Housing placement is determined by Residence Life and is contingent upon availability. Specific rooms, halls, or roommates may not be considered accommodations.

By signing below, I understand and acknowledge the following:

- It is my duty as a student to follow all Bethany College policies and procedures, as they are written.
- I give the Section 504 Coordinator permission to review and evaluate information and/or documentation related to my request for disability related accommodations.
- I give permission to the Section 504 Coordinator to contact me at the contact information provided on this application.
- I have read and understand the following *Privacy Notice*:

All documentation submitted to the Section 504 Coordinator is kept separate from an academic record and is considered private under the Family Education Rights and Privacy Act (FERPA). There are times when the Section 504 Coordinator must share information with other faculty and/or staff on campus to facilitate accommodations in the classroom, residence halls, or transportation.

- By submitting this application, I understand that the Section 504 Coordinator will send me an email to schedule an appointment, and that I must schedule an appointment prior to the approval of any accommodations.
- I also understand that I must attach any and all necessary and/or required documents to this application, in order for my accommodation application to be considered complete.

Student Signature: _____

Student Printed Name: _____

Date: _____