



Section I: Student Accommodation Request Form

Overview: In accordance with the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Act as Amended (ADAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA), Elms College makes every effort to provide reasonable accommodations to students with documented disabilities who meet the College’s eligibility and verification requirements. All accommodations for students with disabilities are handled via the office of Student Accommodations and Support Services (SASS), a division of the Center for Student Success (CSS).

Directions: This document is to be completed by the student unless the diagnosed disability/impairment prevents them from doing so. Incomplete forms may result in delays with accommodation determination.

Legal Full Name: _____

Preferred Name: _____

Student ID #: _____ Student Phone #: _____

Student’s Elms Email Address: _____

Preferred Method of Contact: Phone: _____ Email: _____ Both: _____

A. Diagnosed Disability/Impairment(s):

B. Accommodation(s) being requested, as they relate to your diagnosed disability/impairment(s):



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C. How will the requested accommodations assist you while attending Elms College?

Student Physical Signature (NOT TYPED): _____

Date _____

If prepared by anyone other than the student, please complete the following.

Preparer name (printed): _____

Preparer's Physical Signature (NOT TYPED) _____

Date: _____

Relationship to student: _____

Contact phone number or email address: _____

Once complete, please submit directly to Tiffani Ashline, Director of Student Accommodations & Support Services (SASS) for Elms College via one of the following options:

*Drop off in person to SASS
(Do NOT leave documentation with anyone other than Tiffani. SASS Dropbox is available outside of Tiffani's office).

*Secure E-Fax: 413-474-7188

*Email (as an attachment): sass@elms.edu

* Physical Mailing Address:
Elms College
Attn: Tiffani Ashline, SASS
Alumnae Library, 2nd Floor
291 Springfield Street
Chicopee, MA 01013

Accommodation requests will be reviewed once both the formal student request and supporting documentation from a qualified medical professional are submitted to SASS.