

## **Medical Single Room Information Sheet**

The Office of Residence Life and Housing Services has a limited ability to grant residents who demonstrate documented medical conditions a Medical Single Room. Residents who feel they are eligible for a Medical Single Room should follow the guidelines described below.

**Please Note:**

- Submission of Medical Single Room documentation does not guarantee receipt of a medical single.
- Medical Single Rooms are awarded on a space available basis and **MUST** be renewed each year with updated documentation according to established policy and guidelines. It is the resident's responsibility to know the policy and guidelines and he/she can get information by contacting the Office of Residence Life and Housing Services.
- Assignment of a Medical Single Room is at the discretion of the Associate Director of Housing, in consultation with the Health Center and the Office of Services for Students with Disabilities.
- Documentation of a disability alone, without justification, **does not** constitute grounds for a Medical Single Room.
- No Medical Single Room requests will be considered without proper documentation.
- Assignment to a Medical Single Room is an assignment accommodation only. No personal care will be provided.

**Process:**

- All submitted documentation will be reviewed by the Associate Director of Housing, in consultation with the Health Center and the Office of Services for Students with Disabilities to determine whether there is a sufficient medical need to award a medical single.
- Information that is incomplete or that has not been completed by the physician will be returned to the student without being approved.

Please forward all documentation to:

**Susan Visoskas**  
**Associate Director of Housing**  
**202 Lawrence Center**  
**West Chester University of PA**  
**West Chester, PA 19383**  
**FAX: 610-430-5945**  
[svisoskas@wcupa.edu](mailto:svisoskas@wcupa.edu)

Requests will be processed in a timely manner, provided all necessary documentation has been received by the Associate Director of Housing. **New student requests must be received by May 15 for full consideration. Returning student requests must be received before the North Campus Traditional application deadline established in the Room Selection packet and website, made available in late January each year for the upcoming academic year.**

# Medical Single Room Application

**Directions:** Please complete the information below and then have the physician most familiar with your specific medical need provide a letter with the information requested below.

## Section I: (To be completed by student)

Name \_\_\_\_\_ WCU ID \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Please use your CURRENT campus address/phone if you are a current resident, or your home address/phone if you are a new student.

Preferred Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Please attach the following documentation with your request:

- A written letter detailing the nature of the request for a medical single and how a medical single room is necessary for your overall success as a student.
- A letter from a physician currently providing treatment to the student for the medical condition, describing in detail the nature of the individual's medical condition and limitations. The letter must also describe how assigning the student to a single room is critical to the success of the student, and whether the request is absolutely essential to the student's physical health and wellbeing. Only letters on a physician's letterhead will be accepted. Handwritten notes by a physician will not be accepted.

**Mail/Fax/Scan Completed Information to:**  
Susan Visoskas, Associate Director of Housing  
202 Lawrence Center, West Chester University, West Chester, PA 19383  
E-mail: [housing@wcupa.edu](mailto:housing@wcupa.edu) Fax: 610-430-5945