BADER INTERNATIONAL STUDY CENTRE

Residence Special Consideration Form

Instructions

Approved 28 August 2015
Residence is by its very nature “high-density” living – it can be noisy, distracting and is very different from home. It requires students to learn about living communally with others. Please note that while we try our best to accommodate special considerations, there are some situations where this is not possible.

The BISC will consider requests for single room arrangements on the following grounds:

- Cultural or Religious Reasons
- Sexual and/or Gender Identity
- Disability and Health Conditions

Students seeking special room arrangements for reasons of a disability or health condition will be asked to submit a letter signed by the health care provider who has treated the specific condition in support of their request. This may include Physician, Psychiatrist, Psychologist, Audiologist, Chiropractor, Occupational Therapist, Physiotherapist.

Documentation must include the following:

- Practitioner’s name, credentials and contact information
- The student’s clinically diagnosed disability or health condition
- Specific functional limitations associated with the student’s disability or health condition with a clear and logical link between the condition and the request for special room consideration
- Other information the health care practitioner deems relevant to the student’s request

As necessary, we will seek confirmation that the student’s situation before coming to the BISC supports the request for special room arrangements. For example, requests for a private room for students needing to retreat during the day because of anxiety-related disorders will be approved only when the health care practitioner verifies that the student used this approach in managing their condition before arriving at the BISC.

In certain cases, specifically involving mental health or anxiety related conditions; BISC staff may share your documentation and seek the advice of the Disability Services office (DSO) at Queen’s University to ensure requests are considered in accordance with established policies and practices for the University.

All documentation submitted is kept strictly confidential and is shared with the DSO for placement purposes only. Other campus units (like Security) may be notified if the health condition warrants special evacuation procedures while living in Bader Hall.

*Students requiring academic accommodation must indicate this separately on the Residence Information Form.

**PLEASE NOTE:** that requests based on personal preference, convenience or concerns related to typical transitioning issues to the BISC are not granted.

We cannot guarantee special accommodation requests that come in after the deadline for submitting the Student, Residence, and Supplementary Heath Insurance Form.

All late or incomplete forms will be put on a wait list to be prioritized after move-in day.
Letters should be uploaded and submitted through the Student, Residence, and Supplementary Heath Insurance Form online.

If you are unable to do this please email or mail to Student Services:

Student Services
Bader International Study Centre
Herstmonceux Castle
Hailsham
East Sussex
BN27 1RN
UK

Phone: +44 1323 834486
Email: studentservices@bisc.queensu.ac.uk
**Section A**  
**Student’s Information**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Student Number</td>
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<tr>
<td>Email</td>
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<td>Signature</td>
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<td>Date</td>
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<td>Reason for Request</td>
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If your special consideration is related to cultural, religious or sexual/gender identity reasons please fill out section C only.

**SECTION B**  
**Health Care Provider’s Information (required for Disability and Health Conditions)**

<table>
<thead>
<tr>
<th>Patient’s Clinically Diagnosed Disability or Health Condition</th>
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<tbody>
<tr>
<td>Practitioner’s Name</td>
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<td>Credentials</td>
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**SECTION C**  
Indicate the direct link between your diagnosed disability/health condition listed in section B, or the cultural/religious/sexual/identity reasons noted in Section A, and your request for single room accommodation.