Housing Accommodation Request Procedure (Non-ESA)

1. Student Submits Documentation

Housing Accommodation Request Form
completed by the student

Housing Accommodation Verification Form
completed by qualified professional

2. Documentation Brought to the DHAC

The DHAC meets to review requests and requests are:

1. approved

2. denied

3. alternative supports are offered, or

4. more information is requested to make a decision

3. DHAC Informs Student of Decision

A DHAC representative will reach out to the student in writing, via email, to inform them of the DHAC decision.

Request is Denied:

DHAC determines reason for denial and documents reasoning

DHAC emails student with reason for denial/what information is lacking and how to appeal the decision
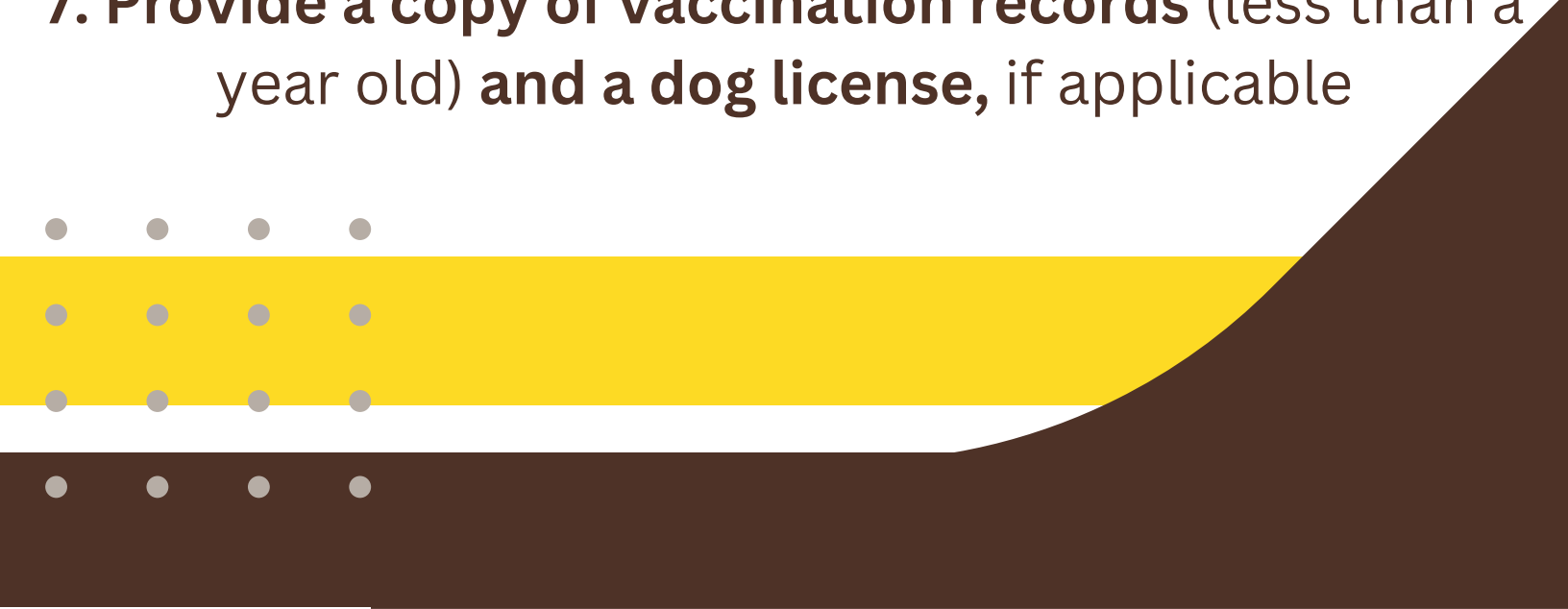
Request is Approved:

DHAC determines reason for approval and documents reasoning

DHAC emails student with approval and connects them with the relevant staff to assist them with their accommodation

Emotional Support Animal Request Procedure

1. **Read and sign the** *SBU Service, ESA and Pet Policy*

2. **Complete the** *ESA Request Form*

3. **Have your provider complete the** *Provider ESA Request for Information Form*

4. **Sign the** *Consent to Release Confidential Information Form*

5. **Have your roommate(s) complete the** *Roommate Acknowledgement Form*

6. **Have your veterinarian complete the** *Veterinarian Verification Form*

7. **Provide a copy of vaccination records** (less than a year old) **and a dog license,** if applicable

ESA Request Procedure

1. Student Submits Documentation

All Required ESA Documentation Must Be Submitted in Advance

2. Documentation Brought to the DHAC

The DHAC meets to review requests and requests are:

1. approved

2. denied

3. alternative supports are offered, or

4. more information is requested to make a decision

3. DHAC Informs Student of Decision

A DHAC representative will reach out to the student in writing, via email, to inform them of the DHAC decision.

Request is Denied:

DHAC determines reason for denial and documents reasoning

DHAC emails student with reason for denial/what information is lacking and how to appeal the decision

Request is Approved:

DHAC determines reason for approval and documents reasoning

DHAC emails student with approval and connects them with the relevant staff to assist them with their accommodation