

Preferential Accommodation Request

Print optimised version

IMPORTANT – PLEASE READ

- This form does not replace the online accommodation application which you must also complete.
- Being supported for preferential accommodation is not a guarantee of accommodation.
- Disability & Neurodiversity is only able to consider requests for preferential accommodation on medical and disability grounds.
- If your need for preferential accommodation is due to religious beliefs, please contact the chaplains: <https://campus.surrey.ac.uk/faith-and-spirituality/meet-chaplains>
- If your need for preferential accommodation is due to financial barriers, please contact the Money support Team: <https://www.surrey.ac.uk/fees-and-funding/managing-your-money/support>

Please note that your application must contain the following elements:

- Information on what request is being made
- Medical evidence (this may already be on file with D&N)
- Agreement to Terms & Conditions via signature or electronic confirmation
- Agreement to Consent to Share

It may take up to 10 days for an Adviser to review your form. If any element is missing at this point an Adviser will contact you to request this. This will likely delay the processing of your application.

STEP ONE

Student name:

URN:

Email:

Telephone:

Course:

For when is accommodation required?

Do you already have/been offered campus accommodation?

If yes, please state the room band and location:

STEP FOUR

Please read the following carefully and indicate at the end that you have read and accept these points. If you wish to query any of the points below, please contact Disability & Neurodiversity before submitting your form.

1. I consent to the disclosure of this information to Disability & Neurodiversity and authorise my GP or other relevant qualified specialist to provide evidence for the purpose of assessing my need for preferential accommodation.
2. All statements in support of this application are true and accurate to the best of my knowledge and submitted evidence is either original or true copies of the original.
3. I understand that this form will be treated as sensitive information and will be securely stored in accordance with GDPR.
4. I understand that the University may make its own enquiries and make reasonable use of any records it may have about me, provided they are directly relevant to the matters contained in the application and there is no breach of confidentiality.
5. Where Disability & Neurodiversity identifies a possible need, I agree to relevant information about my condition being shared with University departments involved with safety planning such as evacuation in the event of fire, and understand I may be contacted to create a Personal Emergency Evacuation Plan (PEEP).
6. I understand that the opinion of the Adviser reviewing this form may differ from that of my General Practitioner or other relevant qualified specialist.
7. I understand that the different elements of my request will be looked at individually and that part, all or none of my request may be supported.
8. I understand that if I applied for accommodation later than the advertised deadlines it may reduce or remove the likelihood of being allocated a room, even where supported.
9. I understand that this request will not be processed if any part of this form is incomplete.
10. I understand that Disability & Neurodiversity aims to process all applications within one week of receipt, however, that at certain times of the year this may take longer.
11. I give Disability & Neurodiversity permission to update my disability code on Surrey Self-Serve to reflect the information I have provided in this form.

I agree to all the terms and conditions above

I agree to all the terms and conditions above but do not consent to my disability code being updated on Surrey Self-Serve

Signature:

Date:

STEP FIVE

Submission checklist

- I have completed all relevant sections of this form
- I have applied online for accommodation
- I have completed a consent form
- I submit this request along with supporting evidence
- Disability & Neurodiversity already holds relevant evidence on file that supports my request

STEP SIX

Further support

- The University of Surrey's Peer Support Service is available to all students (please see <https://wellbeing.surrey.ac.uk/support-services/peer-support> for more information). Please tick this box if you would like a Peer Supporter to contact you (initially via email).

Consent Form

For Disability and Neurodiversity students

Under General Data Protection Regulation 2018, access to your data is limited. In order for us to support you, the Disability and Neurodiversity Administration team, Disability Advisers, Specialist Tutor/ Mentors and the Disability and Inclusivity Manager require full access to your information. This includes any medical evidence provided.

Appropriate aspects of your information will only be shared with relevant departments at Surrey with your explicit consent. You may decide not to give your consent to share this information but, in this case, be aware that Disability and Neurodiversity may be restricted in the provision of reasonable adjustments.

I, [Click or tap here to enter text.](#) acknowledge that:

In order for reasonable adjustments to be implemented, my Learning Support Recommendation (LSR) and any additional needed adjustments will be shared with the following departments/people:

- Exams and Assessments
- Department staff including lecturers, personal tutor, lab assistants, module leads, head of school and department disability co-ordinator
- Members of the Central Faculties administrative teams including relevant Health & Safety members
- The Office of Student Complaints, Appeals and Regulation (OSCAR)

My confidential documents and records will be retained for the duration of my University course through to a period of seven years after the completion date.

Further, I consent:

- To allow Disability & Neurodiversity to update my student record to reflect my Disabled Students' Allowances (DSA) status.

- To allow Disability & Neurodiversity to update my disability code on Surrey Self-Service to reflect the information I have provided.

Enhanced Consent

Please complete only if applicable

During your time at university, occasionally it may be appropriate for D&N to work closely alongside another service and/ or a parent/carer in order to support you. This may involve the sharing of confidential information and therefore your explicit consent is required.

Person/s or agency/ agencies with whom I give consent to share information (e.g. parents/carers, Centre for Wellbeing, Careers and Employability, etc.):

Name	Click or tap here to enter text.
Relationship to you	Click or tap here to enter text.
Contact email	Click or tap here to enter text.
Contact number	Click or tap here to enter text.

Name	Click or tap here to enter text.
Relationship to you	Click or tap here to enter text.
Contact email	Click or tap here to enter text.
Contact number	Click or tap here to enter text.

Information I consent to being shared:

Click or tap here to enter text.

You have the right to withdraw your consent at any time. Consent can be withdrawn by contacting the Disability and Neurodiversity team who will advise the next steps.

I understand that the University of Surrey is the data controller and will process my personal data to provide the best and most appropriate support.

Click or tap here to enter student name.

Click or tap here to University number.

Click or tap here to confirm you agree to the Terms & Conditions

Click or tap to enter a date.

For more information on how we collect and use this data, please see privacy notices:

<https://www.surrey.ac.uk/student-privacy-notice>

<https://www.surrey.ac.uk/disability-and-neurodiversity-service-privacy-notice>