

## Royal Roads University Procedure

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### *Replaces Accommodations Procedures*

#### **Step 1 – Submit Accessible Campus Accommodation and Parking Request to Accessibility Services**

Submit the form at least one week prior to arrival on campus. Submission instructions are on the form.

Please note: submission of this form does not guarantee availability of priority accommodations or parking space until confirmed by Campus Accommodations one week before residency begins.

#### **Step 2 – Access Advisors will determine Priority 1 or Priority 2 status upon receipt of the form**

Due to the limited number of on campus dorm rooms and a limited number of ensuite rooms, priority must be designated. Based on the medical documentation provided, an Access Advisor sends either a Priority 1 or pending Priority 2 request to Campus Accommodations, and either a temporary or permanent accessible parking space permit request.

**Priority One** designation is immediately approved for students who have serious impairments or physical challenges, where on-campus accommodation with private ensuite would be deemed *essential* to the student's health and well-being. A room with an ensuite will be offered at the regular dorm room rates.

**Priority Two** designation is for students where on-campus room with ensuite is not essential but would be beneficial to the health and wellness of the student. If an ensuite is offered, it will be priced at the regular ensuite rates.

#### **Step 3 – Final Room Allocation**

Around one week before residency is scheduled to begin, Access Advisors will confirm ensuite allocation to pending Priority 2 applicants by email.



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