

## Appeals for Priority Housing Assignment on Main Campus Frequently Asked Questions

I. Where do I submit my request for consideration of my asthma/allergies?

*Go to the Air Purification Request at:*

[http://www.longwood.edu/safety/EHS%20website/Files%20and%20Forms\\_files/Air%20Purification%20Device%20Clearance%20Form.doc](http://www.longwood.edu/safety/EHS%20website/Files%20and%20Forms_files/Air%20Purification%20Device%20Clearance%20Form.doc)

II. I'm not sure which form to fill out for my housing request. Is my concern considered a "disability" or a "health need"?

(A) Did you have a 504 Plan or an IEP related to this condition in high school?

1. If yes → submit the Disability Based Housing Request form  
([http://www.longwood.edu/disability/housing\\_info.htm](http://www.longwood.edu/disability/housing_info.htm))
2. If no → see next question.

(B) Will you need accommodation of this condition in other settings beside your housing assignment? (e.g., in the classroom)

1. If yes → submit the Disability Based Housing Request form  
([http://www.longwood.edu/disability/housing\\_info.htm](http://www.longwood.edu/disability/housing_info.htm))
2. If no → submit the Health Needs Appeal form ([link](#))

(C) All other requests → submit the Health Needs Appeal form ([link](#))

III. How will I know if my appeal has been approved?

*You will be notified of the outcome of your appeal via Longwood e-mail within 10 days following the submission deadline.*

IV. If I miss the deadline, can I still submit an appeal form?

*No. Appeals are processed immediately following the due date in order to assist in priority housing assignments.*

V. If I am granted my appeal this year, does it guarantee that my appeal will be granted again next year?

*No. You must submit an appeal each year prior to housing assignment. All approved appeals are granted on a space available basis. This may vary from year to year.*

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