**Halls of Residence Accommodation Contribution Application Form**

**2021/2022**

Please use this form to apply for a contribution towards your accommodation costs if these are higher because of your disability related needs.

If you would prefer, you can go through this information verbally with a member of the Disability Advisory Service. Please contact us on 0118 378 4202, e-mail disability@reading.ac.uk or call in to the Disability Advisory Service in the Carrington Building to make an appointment.

**Please note: this is NOT an application for a halls place – you must apply for a halls place using the normal procedure and within the deadlines advertised.**

1. **Name: …………………………………………………………………………………….**
2. **Student number: ……………………………………………………………………….**
3. **University E-mail address: …………………………………………………………..**
4. **Hall of residence: ..…………………………………………………………………….**
5. **I am applying for the en-suite subsidy for** *(please select one only):*

**Room type: En-suite room 🞏 Wheelchair adapted (En-suite) room 🞏**

 **Premium En-suite room 🞏 Studio 🞏 One bedroom flat 🞏**

**Contract length: 40 weeks🞏 44 weeks 🞏 51 weeks 🞏**

1. **Disability or medical condition: ……………………………………………………. ….……………………………………………………………………………………………………………………………………………………………………………………….**
2. **Medical evidence: Attached** 🞏 **Already provided to DAS** 🞏 **To follow** 🞏

Please give an indication of date you plan to provide this: *…………………………*

1. **With reference to your disability needs, please explain how either:**
2. Standard accommodation cannot meet your needs
3. You would be placed at a substantial disadvantage in standard accommodation

…………………………………………………………………..…………………………………………………………………..…………………………………………………………………..…………………………………………………………………..…………………………………………………………………..……………………………………

To claim, you will need to provide **proof of payment** each term and ensure your **bank details are entered and up to date on the student portal (RISIS)**.

You only need to submit the Application Form with your first receipt.

Refunds will be processed **termly**.

Claims can only be made for the current academic year.

All claims must be submitted by the end of May for the current academic year.

The instalments for each payment you have made for your accommodation are weighted at 40% (term 1), 40% (term 2), 20% (term 3) and the refunds will be made to reflect this.

**Please note that the accommodation contribution can not be used for private accommodation.**

Thank you for your application.

**Please remember to also apply for a halls place, using the normal procedure and within the deadlines advertised. Please see** [**www.reading.ac.uk/accommodation**](http://www.reading.ac.uk/accommodation) **for further information.**

**Name: ……………………………………..….. Date: ………………………………………**