

# Halls Contribution Application Form

## 2022/2023

Please use this form to apply for a contribution towards your halls 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](mailto: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.**

All requests for adjustments in halls of residence should be made on your Halls application form - [Accommodation application form](#). This includes requests for ensuite bathroom, fridge for medical use, deaf alerter, and any other specific room or adjustment requests. It is really important that you make your request on your accommodation application form as the Disability Advisory Service are not involved in room allocation. If you have already submitted this, we would recommend that you get in touch with accommodation to detail these adjustments as soon as possible.

**This form cannot be used for students staying in private halls of residence or private accommodation.**

1. Name: .....

2. Student number: .....

3. Date: .....

4. E-mail (university e-mail if you are a current student):  
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5. Which Halls of Residence are you staying in?  
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6. What room contract have you applied for? *(please select one only):*

- En-suite room 40 weeks
- Ensuite room 51 weeks
- Wheelchair adapted (en-suite) room 40 weeks
- Wheelchair adapted (en-suite) room 51 weeks

**7. Disability or medical condition (name):**

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**8. Medical evidence: Attached  Already provided to DAS  To follow**

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

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**9. With reference to your disability needs, please explain how either:**

- a) Standard accommodation cannot meet your needs
- b) You would be placed at a substantial disadvantage in standard accommodation

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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**.
- Receipts must state your name, date of payment, and that the payment is for university halls accommodation.
- **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.

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.**