

**FRESHER ACCOMMODATION  
 APPLICATION FOR SPECIAL CONSIDERATION**

If you have specific accommodation requirements on medical, disability, religious, or other grounds, and would like to apply for special consideration when rooms are allocated, please complete Section A of the form overleaf, and ask an appropriate professional, as specified below, to complete Section B (alternatively, a separate signed letter on official letter-headed paper would be acceptable).

Completed forms should be submitted as soon as possible, and by 9th September at the latest, to the [Academic Registrar/Disability Co-ordinator](mailto:jemma.undedown@merton.ox.ac.uk). The College’s Head of Welfare, Disability Co-ordinator, and Senior Tutor will assess each of these applications. If, after an assessment of your case, it is agreed that you require a specific kind of accommodation, then an appropriate room will be allocated to you. Special consideration will not normally carry over into subsequent years. It will be your responsibility to apply again in future for exemption from or special consideration in the room ballot.

The following are deemed by the College to be appropriate professionals for the purposes of completing Section B of the form:

* Requests on **medical grounds**: a College doctor, or other medical practitioner if appropriate.
* Requests on **grounds of disability**: a College doctor, or other medical practitioner if appropriate. If the College already has a copy of documentation to support your case (such as a Student Support Plan produced with the University’s Disability Advisory Service which includes all your accommodation requests), please note this in Section A. We will contact you if any further information is required.
* Requests on **religious grounds**: a leader of your faith community.

If you are applying on grounds other than those listed please contact the Head of Welfare, Disability Co-ordinator, or Senior Tutor as soon as possible and we can let you know what evidence is required so that your case is assessed fully and fairly.

Helen Webster, Head of Welfare: [helen.webster@merton.ox.ac.uk](mailto:helen.webster@merton.ox.ac.uk)

Jemma Underdown, Disability Co-ordinator: [jemma.undedown@merton.ox.ac.uk](mailto:jemma.undedown@merton.ox.ac.uk)

Jane Gover, Senior Tutor: [senior.tutor@merton.ox.ac.uk](mailto:senior.tutor@merton.ox.ac.uk)

**SECTION A – student to complete**

**Name:**

Click or tap here to enter text.

**Degree:**

Click or tap here to enter text.

**Room requirements:**

Please consider access, bathroom and kitchen requirements, location, space, noise levels, etc

Click or tap here to enter text.

**Reasons for requirements:**

Please explain why these requirements are necessary. All personal information is treated in confidence and is only shared with the Disability Co-ordinator, Senior Tutor and Head of Welfare.

Click or tap here to enter text.

**Signature:**

Click or tap here to enter text.

**Date:**

Click or tap here to enter text.

**SECTION B – appropriate professional to complete**

**Name:**

Click or tap here to enter text.

**Position:**

Click or tap here to enter text.

**Address:**

Click or tap here to enter text.

**Telephone:**

Click or tap here to enter text.

**Email address:**

Click or tap here to enter text.

**Comments on Section A:**

Click or tap here to enter text.

**Signature:**

Click or tap here to enter text.

**Date:**

Click or tap to enter a date.