

Adrian College Request for Exemption to Air Conditioner Policy

Air conditioners are not permitted in the residence hall due to excessive electrical load and potential damage to college property and safety unless a student has a medical condition that necessitates use of an air conditioner and provides documentation from a physician verifying this need. **Students who are approved to use air conditioners will be allowed to use a window air conditioner with a BTU of 5000 or less that they must purchase on their own. This does not include those students with documented disabilities requiring housing accommodations in the Office of Academic Services.** Adrian College Physical Plant department must install/remove all air conditioners. Students who have air conditioners assume all responsibility for any damage or problems caused by the unit. The College is not responsible for damage to the unit, accidents with the installation, removal, or use of the unit. The student is responsible for ensuring that the unit does not overload any electrical socket and may need to limit the use of other items in their room should electrical problems arise in the hall due to use of the air conditioner unit. The student may also be asked to reside in certain residence halls to facilitate the installation and removal of the air conditioner unit.

Request Procedures

The student will need to complete and send this request for an air conditioner use to the Accessibility Services Specialist in the Office of Academic Services. The student must attach documentation from a physician that includes:

- 1) A statement that an air conditioner is medically required for the student
- 2) The medical condition(s) for which the air conditioner is needed
- 3) Contact information (telephone number, address) for the physician
- 4) A copy of your permission to your doctor to discuss this matter with College officials

The student should attach a copy of the permission given to the physician to discuss the student's medical condition(s) with the Health Center Director.

The Housing Office will review the request with the Health Center Director, and the Accessibility Services Specialist and will provide an email to the student that details the final decision. If the student's request is denied, the email will state the reason for denial.

The air conditioner will be installed at the earliest convenience of the Physical Plant Department. **The unit must be delivered 7 days in advance of the student move-in assuming the student's room is unoccupied. Any late requests may delay installation and will be handled as Physical Plant's schedule allows.**

Students who install air conditioners without approval will be requested to remove the units. Refusal or failure to remove the unit within 24 hours will result in removal of the unit by the College. The student will be billed for the time and labor required for the removal, restitution for any damage caused and may also face judicial procedures.

I request an exception to the air conditioner policy. I agree to follow all rules regarding the unit's use and accept all responsibility and liability for all damage and accidents resulting from its use. I also agree to allow the College to contact my physician and discuss my medical condition(s). **I agree to purchase an acceptable air conditioner and to have the college install and remove the unit.**

Signature of Student	Printed Name	Student ID #	Date
Student's Phone Number	Physician's Name	Physician's Phone Number	
Student's E-mail			

Be sure to attach (1) documentation from Physician and (2) a copy of your permission to doctor to discuss this matter with College Officials.