



State Grant and Special Programs  
Phone: 1-800-692-7392 Fax: 717-720-3786  
P.O. Box 8157, Harrisburg, PA 17105-8157

**ADA ACCOMMODATION REQUEST FORM**

STUDENT NAME (PLEASE PRINT): \_\_\_\_\_

SOCIAL SECURITY NUMBER OR PHEAA ACCOUNT NUMBER: \_\_\_\_\_

TERM OR ACADEMIC YEAR UNDER REVIEW: \_\_\_\_\_

SCHOOL ATTENDING: \_\_\_\_\_

NATURE OF YOUR MEDICAL DISABILITY (Appropriate supporting documentation must be attached or this request will not be processed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS YOUR MEDICAL DISABILITY ON-GOING (MORE THAN THIS TERM)? \_\_\_\_\_

**PLEASE ATTACH DOCUMENTATION FROM YOUR TREATING, MEDICAL HEALTHCARE PROVIDER SUPPORTING YOUR REQUEST FOR AN ACCOMMODATION TO THE 50 PERCENT CLASSROOM INSTRUCTION REQUIREMENT. THIS MUST INCLUDE DATES OF ONSET AS WELL AS ANY EXPECTED RESOLUTION DATE. FAILURE TO SUBMIT COMPLETE DOCUMENTATION WILL RESULT IN AN AUTOMATIC DENIAL OF YOUR EXCEPTION REQUEST. PLEASE REFER TO THE ATTACHED "SG DISTANCE EDUCATION POLICY/PROCEDURE FOR STUDENTS WITH DOCUMENTED DISABILITIES" FOR THE SPECIFIC INFORMATION THAT IS REQUIRED. STATE GRANT AWARDS FOR STUDENTS FAILING TO RESPOND WITHIN 30 DAYS FROM THE DATE OF NOTIFICATION WILL BE CANCELLED. AWARDS FOR STUDENTS NOT MEETING THE ADA CRITERIA WILL ALSO BE CANCELLED.**

**PLEASE MAIL YOUR COMPLETED FORM AND ACCOMPANYING DOCUMENTATION TO:**

**THE PENNSYLVANIA STATE GRANT PROGRAM  
PHEAA  
P.O. BOX 8157  
HARRISBURG, PA 17105-8157**

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





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## State Grant Distance Education Policy/Procedure for Students with Documented Disabilities

Pennsylvania Higher Education Assistance Agency (PHEAA)  
Pennsylvania State Grant Program  
50 Percent In-Classroom Accommodation Policy

### Policy

Students with medical disabilities as defined by the American with Disabilities Act (ADA) of July 1990 (P.L. 101-336) may request an accommodation to the 50 percent in-classroom instruction enrollment requirement of the Pennsylvania State Grant Program (as defined in 22 Pa. Code. § 121.33). Those individuals with ADA supporting materials from their medical “healthcare provider” (as that term is defined under 40 P.S. § 1303.103) may be able to continue to receive State Grant funding so long as all other eligibility criteria are met. Approvals of requests for accommodation shall be determined by PHEAA’s Administrative Review Committee.

### Procedure

Within seven calendar days after notification from a postsecondary school that the student will not be in compliance with the State Grant Program’s classroom instruction requirement, the student will be notified that their State Grant award is pending verification of an ADA compliant disability that may enable s/he to maintain the State Grant award.

Impacted students must supply written documentation which is signed by their medical healthcare provider that specifies the medical reason(s) that necessitates the accommodation. This documentation must be dated within the last calendar year from the date of the notification and must specify whether the medical disability is permanent or temporary. Temporary disabilities must indicate the date when the disability is expected to resolve. These materials must be mailed to the Pennsylvania State Grant Program, PHEAA, P.O. Box 8157, Harrisburg, PA 17105-8157. To expedite processing, students are requested to use the ADA Accommodation Request coversheet which was provided with their notification. A copy is also available at [www.pheaa.org](http://www.pheaa.org).

Students who do not respond to the initial notification within 30 calendar days from the date of the notification will have their State Grant awards for the current year cancelled.

Students who submit an ADA accommodation request will continue to have their State Grant awards listed and will be provided with a determination of their status within 30 calendar days of the receipt of their written documentation. Accommodations for temporary disabilities cannot be extended beyond the time period indicated in the medical healthcare provider’s documentation or for one award year, whichever is shorter. For a student whose accommodation has been approved, PHEAA will advise the school to credit the award to the student’s account provided that all other eligibility criteria have been met. If a request for accommodation is not approved, then the State Grant award will be cancelled. All determinations will be provided to the student in writing by the Agency.

