



## **Furniture Accommodations Student Agreement**

### **Center for Accessible Resources (CAR)**

All students using a furniture accommodation are responsible for understanding the following:

- Furniture can take up to seven (7) business days to be placed.
- Students will be notified if a furniture placement is going to take longer than the outlined seven (7) business days.
- All communications and delivery of materials will be done electronically.
- Email addresses must be kept up to date with CAR.
- Students must inform the CAR office of schedule and class location changes or if furniture has been removed.
- Students must inform the CAR office if furniture has not been placed in their classroom in accordance with the seven (7) business day timeline or there are issues/defects with the furniture placed.
- The college has different kinds of furniture to meet similar needs. Furniture may vary slightly between placements.
- Arms on Alternate Chairs are not to be used as physical assistance to get in or out of the chair.
- If a student is requesting a furniture accommodation for a Co-op Education (Co-Op) placement, clinical, or another non-classroom location, first they must approve their accommodation request in the AIM portal. Then, the student must inform CAR the address of their Co-Op placement, clinical, or non-classroom location, as the online system will simply send CAR the address for the advisor of the program.

**I have read and understand the agreement for students using furniture accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu).