PERSONAL CARE ATTENDANTS (PCA)

Florida Atlantic University (FAU) makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act Amendments Act (ADAAA). In keeping with this commitment, FAU recognizes some students may attend FAU with the help of a PCA hired by the student or provided by an outside agency. FAU does not assume coordination or financial responsibility for PCAs. Students must make their own arrangements for a PCA. PCAs should be impartial and should not be a family member or close friend.

STUDENT RESPONSIBILITIES FOR A PCA

- Register for services with Student Accessibility Services (SAS) / Housing Office by following the steps outlined in this brochure. Part of the registration process is to submit appropriate documentation supporting the need for a PCA. Please refer to the Housing brochure on the SAS website for more information: www.fau.edu/sas/Brochures.php
- Be sure each PCA registers with SAS / Housing Office and signs a PCA Agreement each academic year.
- Complete registration for each new PCA if there are personnel changes during the semester.
- Direct the PCA’s activities while at FAU.
- Have an alternative plan if the regular PCA is unavailable on a particular day, is unable to perform services, or has resigned.
- Be sure the PCA follows FAU policies and abides by the Student Handbook.
- Pay for all relevant PCA services, e.g., housing, meals, parking.
- Secure another PCA if FAU determines the PCA is not allowed access to some or all of the FAU campus. In the event of a dispute relating to the use of a PCA, the student must follow the Student Grievance Procedures.

PCA EXPECTATIONS

- Follow all FAU policies, rules, regulations, and procedures.
- Assist the student before and after class but wait outside the classroom, unless approved by SAS.
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student.
- Refrain from intervening in conversations between the student and faculty, staff, or other students.

DEADLINES

Deadlines to apply for a housing accommodation are June 1 for the fall semester and November 1 for the spring semester. After these dates, applications are accepted, but FAU cannot guarantee your accommodation request can be met, even with proper documentation. Housing accommodation requests are subject to availability.

Please refer to the Housing brochure on the SAS website for more information: www.fau.edu/sas/Brochures.php.

REGISTERING WITH SAS

There are two steps to apply for services:

2. Submit appropriate documentation of your disability and of your need for a PCA.

Documentation on prescription pad is not accepted. IEPs/504 plans are not acceptable as documentation. Documentation requirements are firm.
**APPLICATION REVIEW**

Once the application and documentation are submitted, they will be reviewed by SAS. Incomplete applications are not accepted. The student will be notified if any documentation is missing and will be asked to submit additional documentation to meet the requirements. The cost for obtaining appropriate documentation is the student’s responsibility.

If the documentation requirements are met and the application is complete, the student will meet with an SAS consultant for a collaborative interview to discuss the housing request and possible academic accommodations.

It may take one to two weeks for the Application for Academic Accommodations to be processed, even with appropriate documentation. If the documentation submitted is inadequate, the processing time will increase.

**Please note:** Documentation requirements are firm.