

ROOM CHANGE REQUEST FORM

NAME: _____ **CURRENT ROOM:** _____

E-MAIL: _____ **CELL PHONE:** _____

DATE: _____

ROOM CHANGE GUIDELINES:* (SEE HANDBOOK FOR MORE DETAILS)

The approval of all room change requests is at the discretion of the Assistant Director and/or Director for the Office of Residence Life. The following are guidelines used in determining whether or not a request is granted.

- Students wishing to move to another suite/apartment must complete a Room Change Request, which may be obtained from the Office of Residence Life. **Opportunities for room changes are very limited and are not guaranteed.**
- A room change is considered complete when, all Check-out procedures have been completed for the room, which is being vacated, and Check-in procedures are completed for the new room assignment. Those procedures are clearly stated elsewhere in the handbook.
- Failure to complete the move within the designated time will result in cancellation of the room change and a fine for improper check-out. If you move to a differently priced room, such as a double room to a single, you will be charged the rate according to your new room description.

ROOM CHANGE PREFERENCES:

You must have the signatures of everyone in the room you are requesting to move to for this request to be granted:

Room preference :	SUITE	APARTMENT
Roommate NAME/Signature	/	/
Suitemate NAME/Signature	/	/
Suitemate NAME/Signature	/	/

FOR OFFICE USE ONLY:	
_____ REQUEST GRANTED	_____ REQUEST DENIED
_____ NEW ROOM ASSIGNMENT	_____ MOVE-OUT DATE