ROOM CHANGE REQUEST

Decisions on roommate changes and private rooms will be based on the information provided on this request form. In general, priority will be given to students with higher academic standing (Soph v. fresh) and greater number of semesters as residential students.

Name of person requesting room change: ______________________ Date ______________

Your current apartment: ________________________________ Room: _______________

I agree to pay the additional charges/fees if any to change rooms. Initial ________

Room Requested# _________________________ Bedroom: __________________________

Roommate requested:___________________________________________________________

I am a: _____Sophomore or ____Freshman

I have lived in Millers Crossing for: ______ my first semester (OR) _____ previous semesters.

I am requesting a room change because:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have the following special circumstances: ___________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Submitted by: _____________________________________ Date: ______________________

(To be completed by Residence Life Staff only)
This request has been approved. The student’s residence hall assignment has changed and is now: ____________________________________________ (be specific)

The student has accepted this change and agrees to the charges for the new residence situation. Changed pricing structure to begin as of this date.

Signature of student: _________________________ Date: ______________________

Signature of Administrator _________________________ Date: ______________________

The student was offered the following options on the designated date and declined the offer

Admin ________ Date ___________ Additional comments: