

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: