

ROOM CHANGE/PRIVATE ROOM REQUEST

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

Name of person requesting room change: _____

SE Student ID #: _____ Contact Cell Phone Number: _____

Your current assignment: Hall: _____ Room: _____

I am requesting a: Private Room

Room Change to – Hall _____ Rm# _____

Roommate requested: _____

Suitemate(s): _____

Name of current roommate: _____ Signature of current roommate: _____

I am a: Grad Student Senior Junior Sophomore Freshman

I have lived in the Residence Halls for: _____ this is my first semester (OR) _____ previous semesters

I am requesting a room change/private room because: _____

I agree to additional charges for private room and/or room change fee, as applicable.

Submitted by: _____ Date: _____

Received 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:

Building: _____ Rm #: _____ Rm Ltr: _____ Private? Yes No

Billing code: _____ Apply room change fee: Yes No

Please adjust charges effective on the date signed below.

Signature of Director: _____ Date: _____

Additional comments: