Room Change Request Form

Full Name (Print): ___________________________ RSC ID: __________________
Cell Phone: ___________________ RSC Email: _______________________
Current Apartment Number: ____________________

☐ Two Bedroom ☐ Four Bedroom

Reason for Change Request:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

• If you would like to be reassigned to a room with a specific roommate currently living there, your requested roommate MUST print and sign his/her name, RSC ID#, and cell phone number on this form. **Student Initials:** __________

• If you and a friend would like to move to a completely open room you MUST both fill out a Room Change Request Form and complete the roommate information on each other’s form or the request will be denied. **Student Initials:** __________

Roommate’s Full Name (Print): ___________________________ RSC ID#: __________
Roommate’s Signature: ___________________________ Cell Phone: __________

**Preference:**

☐ Two Bedroom/Two Bathroom ☐ Baseball ☐ Leadership
☐ Four Bedroom/Two Bathroom ☐ Men’s Soccer ☐ Other
☐ No Preference ☐ Softball ☐ Women’s Soccer

**Campus Affiliation:**

By signing below, you are acknowledging that you understand the following: All room change requests and preferences are dependent upon availability and are not guaranteed. The room you requested may be billed at a higher rate than the room you are currently residing in and you will be responsible for paying the increased rate. If this is your second, or more, approved room change, a $100.00 fee will be charged to your Bursar account if you choose to move.

Student Signature: ___________________________ Date: __________________

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**Staff Use Only**

Approved: __________ Waitlisted: __________ Denied: __________
New Assigned Room: ___________________________ Staff Initials: __________ Date: __________