

OFFICE FOR RESIDENTIAL LIFE & HOUSING SERVICES
Upperclass Request for Room Change for Spring 2024

Read the below options carefully:

SEMESTER BREAK: Only those students who check “YES” in the box below will have their forms reviewed before Spring semester and be considered for a room change on Saturday, January 13th.

- To be considered for this option, the **form needs to be submitted by 12/25**.
- **By checking “YES” students agree to be prepared to return to campus on Saturday, January 13 to complete a move.**
- Because contacting students quickly during Winter Stay is nearly impossible, you will **not** be contacted prior to a room change with an offer. If we are able to complete a room change for you, we will notify you of the change via email. Residential Life does not go below your second choice when making a change during the Winter Stay. Feel free to add any pertinent information that will help us make a new assignment for you. ***The new assignment cannot be reversed.***

SPRING SEMESTER: During the spring semester, the Office for Residential Life will contact you prior to any move and you have the right to accept or decline the new assignment.

- When you are offered a new room assignment, you will be given 48 hours to make a decision on whether to accept or decline the new assignment. Failure to decide within the specified time limit will result in the offer being withdrawn.
- A student who refuses 3 offers will be placed at the end of their class year on the room change list and considered after their fellow classmates.
- Failure to check-in/out within the specified time will result in your change being cancelled and an administrative fee added to your bill.

CHECK ONE:

_____ **YES** I would like to be considered for a room change during Winter Stay. I understand that if Residential Life has a room change for me, I must be back on campus on Saturday, January 13^h to move into my new room. I understand that if I fail to arrive on campus on this date, my belongings will be packed and placed in storage at my expense. **This option is not available after 12/25/2023.**

_____ **NO** Please do not consider me for a room change during the Winter Stay period. I would like to maintain my priority status for a room change during the spring semester. Be aware that requested spaces are **not** held during the Winter Stay assignment period. It **is** possible to lose out on a specific request.

Name: _____ **Student ID #** _____ **Class Year:** _____

Gender: _____

Email Address: _____

(We will email you an offer if one is available. Be sure to check your spam/junk folder.)

Current Bldg. & Room Assignment: _____ **SIH/Greek Housing Group:** _____

HM of group must confirm room change

Current Room Type: single double single in suite double in suite center double

*If a move allows for a reduction or requires an increase in meal plan, student has five days to request a plan change or will be assigned a meal plan in accordance with that residential group.

*Please check with Financial Aid if there is a price difference in the area you are requesting to move to. Your aid may be impacted.

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Please rank your top 2 choices for housing (1, 2). Place an "X" in those areas you do **NOT** wish to consider for housing. *Keep in mind you will not be offered a room change and have the option to decline, but instead be reassigned to one of your top 2 choices. It is important to be specific with choices and notes.

Requested Room Type: single double single in suite double in suite center double

__ Quad (Burton, Crosby, Lovejoy, SAM & Theta Chi House) \$11,332/yr. – Vacancy in a double or single room

__ Anderson & Wilder Towers \$11,332/yr. – Vacancy within a single or double in suite, or center-double

__ O'Brien Hall \$12,034/yr. – Vacancy in a double or single room

__ Hill Court \$11,332/yr. – Vacancy within a single or double in suite

__ Hill Court 1 Bedroom Apt \$12,384/yr.

__ deKiewiet and Valentine (Southside) \$11,332/yr. – Vacancy in an apartment

__ Maisonettes (Southside) \$11,442/yr. – **Juniors and Seniors only** – Vacancy in an apartment

__ Riverview \$12,678/yr. – **Juniors and Seniors only** – Vacancy in an apartment

__ Brooks Crossing \$12,678/yr. – **Juniors and Seniors only** – Vacancy in an apartment

__ Brooks Crossing 1 Bedroom Apt \$13,616/yr.- **Juniors and Seniors only**

__ Innovation Square \$12,678/yr.- **Juniors and Senior only**- Vacancy in an apartment

AFFINITY HOUSING: Would you consider living:

In a All Gender suite/apartment? Y N

Any special notes (ex: if requesting specific space, switching with specific students, or if you are having roommate issues):

NOTE: By signing below, you acknowledge that you have read the 'Room Change Request Guidelines' page and agree to the terms. This form constitutes an official request for a room change. A new assignment will supersede any previous room assignment.

Signature _____ Date _____

(DO NOT WRITE BELOW THIS LINE)

Room Offered	Room Type	Date Offered	Response Date	A or D	Date