Residence Life Room Change Form

Name: ___________________________________________ Student I.D.: ______________________________________

Current Room Assignment: _____________________________________________________________
Room you wish to move to: _____________________________________________________________

Reason for Request: __________________________________________________________________

In order to receive approval, you must obtain the signature of each of the following individuals
and return this form to the Office of Residence Life.

____________________________________  ______________________________________
Current RA                                Current Residence Life Coordinator

____________________________________  ______________________________________
New RA                                    New Residence Life Coordinator

If you are requesting to have a private room, you must pay the room rate listed below:

Private Rooms (in all Residence Halls): $4,999 per semester

Student Signature: ___________________________ Student Cell Phone Number: __________________

If you are moving to a building with a higher cost per semester, you will be prorated and charged the difference.

Student Signature: ___________________________ Student Cell Phone Number: __________________

For Office Use Only:                   RLC Initial/Date

☐ New RCR given to Resident
☐ New key (with signed key contract) given to resident
☐ Old RCR returned, signed, and filed away
☐ Old key returned within 48 hours
☐ New key returned

RLC Signature: ___________________________ Date: __________________

Approved and changed in the database by new Residence Life Coordinator

RLC Signature: ___________________________ Date: __________________