

REQUEST FOR CHANGE OF RESIDENCE

Please read this entire form carefully, follow all the instructions, and obtain all of the required signatures. **Failure to complete this form in its entirety and/or not obtaining the proper authorizations will result in a \$50.00 fine and could be cause for being charged for two rooms simultaneously.**

Name (please print): _____ I.D.# _____ Date: ____/____/____/

Current Hall and Room: _____ Campus Phone: _____ MS: _____

ON-CAMPUS MOVE

1) Proposed New Hall and Room: _____

2) Current RD's Approval: _____

3) Every Current Roommate's Acknowledgement: The Housing Office has the prerogative to place another roommate with me or require me to pay two double room rates depending on the current number of occupants.
3a) _____ 3b) _____ 3c) _____

4) New RD's Approval: _____

5) Effective Date of Move (Completed by current RD): ____/____/____/
You must **check out** of your old room within two (2) days of this date and **check in** to your new room within two (2) days of this date or else your account will be charged for both rooms simultaneously.

6) Your current Resident Assistant must check you **out** of your present room **before** you can check in to your new room. This means that you must complete the proper checkout procedures and have returned your room key before moving. **Your RA will not sign the form until the above signatures and sections are completed.**
Current RA's Signature: _____

7) Your New Roommate's Acknowledgement:
7a) _____ 7b) _____ 7c) _____

8) Your new Resident Assistant will not issue you a key to your new room without the above sections being completed.
New RA's Signature: _____

OFF-CAMPUS MOVE

1) New Street Address: _____

2) New City, State, and Zip: _____

3) New Phone Number: _____

4) Discontinue Meal Plan?: Yes No

5) Current RD's Approval: _____

6) Your current Resident Assistant must check you **out** of your present room and have your room key returned **before** housing fees will be removed from your bill (pro-rated). **Your RA will not sign the form until the above signatures and sections are completed.**
Current RA's Signature: _____

7) Every Current Roommate's Acknowledgement: The Housing Office has the prerogative to place another roommate with me or require me to pay two double room rates depending on the current number of occupants.
7a) _____ 7b) _____ 7c) _____

RETURN THIS COMPLETED FORM TO YOUR RD. FAILURE TO DO SO WILL RESULT IN A \$50.00 FINE AND COULD BE CAUSE FOR BEING CHARGED INCORRECT ROOM AND BOARDING FEES.

OFFICE USE ONLY: ORIGINAL TO HOUSING; ONE COPY TO SODEXHO AND REGISTRAR