

Requests will only be granted in October, November, March or April

*Please fill out this form including all applicable information.*

**Name:**

**Student ID #:**

**Date:**

**Contact Number (Cell Phone):**

**Current housing:**

**Room #:**

**To change rooms, students must do the following:**

1. **MEET** with your roommate to discuss concerns with current housing arrangements, review, and update roommate agreement. \* *Note: This may resolve the need for a room change.*
2. **REFLECT** After meeting with your roommate, answer the following questions. If more space is needed, attach a document to this form.
  - a. Why is the roommate situation not working?

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- b. List three ways you tried to improve your current living situation.

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- c. List three things you can do to make future living situations successful.

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## Room Change Request Form

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- REVIEW** Share the document with your current roommate. *Their signature below indicates they have read the content of the attached document.*
- SIGN** Obtain signature from current roommates and future roommates if applicable.

**Current Roommates' name(s):**

1 \_\_\_\_\_ 2 \_\_\_\_\_

**Current Roommates' signature(s):**

1 \_\_\_\_\_ 2 \_\_\_\_\_

- MEET** Schedule a meeting with your AC to review and sign this form.

**Area Coordinator Signature:**

- SUBMIT** Scan and submit this form with the attached questions; via email Whitworth Housing, [housing@whitworth.edu](mailto:housing@whitworth.edu); hard copy in an envelope addressed to Whitworth Housing via campus mail or in person delivery to the Student Life Suite in the HUB (Hixon Union Building).

*Failure to include any of the above information may result in a room change request being denied. Submission of this form does not automatically mean a room change will be granted; availability of rooms will impact approval of room change requests. Please follow up with your Area Coordinator if you have not heard a response one week after submitting this form to Whitworth Housing.*

*\* If you would like help with this conversation, please contact your RA (Resident Assistant) or Area Coordinator for assistance.*

***If you have a specific housing location in mind, you must obtain the signatures of your future roommates to be placed with them. All roommates in the future room must sign the form.***

**Future Roommates' Name(s):**

1 \_\_\_\_\_ 3 \_\_\_\_\_

2 \_\_\_\_\_ 4 \_\_\_\_\_

**Future Roommates' Signature(s):**

1 \_\_\_\_\_ 3 \_\_\_\_\_

2 \_\_\_\_\_ 4 \_\_\_\_\_