WHITWORTH UNIVERSITY

Room Change Request Form

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

Please fill out this form including all applicable information. 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. If you do not have a specific housing request, you will leave that section blank.

Student Name (printed):_____ **Student ID #:** _____

Phone: _____ **Date:**_____

***Current* Building & Room #:** _____ ***Requested* Building & Room #:** _____

Students must do the following to change rooms:

MEET with your roommate to discuss concerns with current housing arrangement, and review and update roommate agreement. If you would like help with this conversation, please contact your RA or Area Coordinator for assistance. *Note: Done well; this conversation may resolve the need for a room change.*

REFLECT After meeting with your roommate, **attach a document** to this form answering the following questions. This can be a handwritten or typed document.

1. **Why is the current roommate situation not working?**
2. **List three ways you tried to improve your current living situation.**
3. **List three things you can do to ensure future living situations are successful.**

REVIEW Share the above document with your current roommate(s).

SIGN Obtain signature(s) from current roommate(s) and future roommate(s). Your current roommate(s)' *signature(s) indicates they have read the content of the document.*

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

SUBMIT Send this completed form, along with the REFLECT document, to Whitworth Housing via email (housing@whitworth.edu), by campus mail or in person (The Housing Office, Student Affairs, 2nd Floor HUB).

Current Roommate(s) Printed Name	Current Roommate(s) Signature	Date
1)		
2)		
3)		

Future Roommate(s) Printed Name	Future Roommate(s) Signature	Date
1)		
2)		
3)		

Current AC Name: _____ **AC Signature** _____

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