

Housing Change Request Form

Office of Residence Life & Housing

For Office Use Only

☐ Approved ☐ NOT approved

___ Spreadsheet

___ Email Students

___ BANNER

___ Email Roommates

Please complete form & return to the Residence Life Office

(Eisenhower 166) by Tuesday, November 25, 2025. Please note that housing change requests will only be considered for the following reasons:

- If the housing change will create a completely open room.
- If the housing change accommodates someone who is returning from study abroad.
- If a student wishes to move from a residence hall to an apartment space.
- If a student is looking to move to a single room.
- Other Residence Life Educator approved purposes.

Part 1 – Your information & Request

Date: _____ ID#: _____

Name: _____ Current Room: _____

Please explain where you would like to move – those students who list a specific room with an opening will be given priority. However, you may list the room type if you do not have a specific room in mind (e.g., a single)

Choice #1: _____ Choice #2: _____

Choice #3: _____ Choice #4: _____

Part 2 – Informing Others

Please have your current & future roommates initial
below: Current roommate(s) Printed Name Initial

Future roommate(s) Printed Name

Initial

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

Current Residence Life Educator Signature _____

Comments from RLE _____

New Residence Life Educator Signature _____

Comments from RLE _____

Part 3 – Your Signature

Please read & sign below

- I understand I will not be considered for a space for which I am not eligible.
- The Director of Housing, Courtney Williams, will inform me of approval/disapproval of my request by Monday, December 6, 2025. Moves will take place between December 15-19th, as schedules allow.
- After receiving approval to move, I am responsible to make an appointment with my RA to check-out of my current housing assignment. I must sign my Room/Apartment Condition Inventory (RCI/ACI) and return the room key. Failure to check-out will result in an improper check-out charge of \$50. Failure to return my key is a \$75 key replacement charge.
- I understand my room/apartment will be reviewed by my RLE for any damages. If damages are found I will be billed accordingly.

- I am responsible to make an appointment with my new RA/ARD to check-in and fill out an RCI/ACI for my new housing assignment.
- I understand that by changing my current room type my housing rate may be affected. The change in rate will be reflected on my business office account.

My signature below indicates that I have read, understand and agree to the items above.

Student

Signature _____

Date: _____

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