

ROOM CHANGE REQUEST

No room change may be made until authorization is received from the Office of Student Housing. A non-refundable \$35 administrative fee will be charged for this process. Once approved, the request cannot be cancelled.

Student Information

Student's Name (Print): _____

Student's Signature: _____

Student ID: _____ LU Email: _____

Current Dorm/Room: _____/_____ Phone Ext: _____

Hall/Room Requested: _____/_____ Cell Phone: _____

Reason for Change: _____

Approval Process

Step 1: Current Resident Assistant

- RA contacts RD, RD Recommendation: Yes No Date: _____
- RA's Signature: _____
- RA returns the form to the student.
- Student returns the form to the Office of Student Housing. Date/Time: _____ Initial: _____

Step 2: New Resident Director

- RD Emailed. Date/Time: _____ Initial: _____
- RD Response. Date/Time: _____ Initial: _____
- RD verifies open bed with RAs: Yes
- RD Recommendation: Yes No
- Form submitted to the Associate Director of Housing

Step 3: Decision by the Associate Director of Housing

Approval granted. Move must be completed and old key turned in by: _____

Signature of the Associate Director of Housing: _____

Step 4: Housing Office contacts the student to report to housing office for new key.

Student contacted (Initial/Date): _____ Key Tracking Documented: _____

Step 5: Student moves to new room assignment and checks in with new RA's.

Step 6: Student schedules Mid-Semester Check-Out with current RA's.

Step 7: Student returns old key to the Office of Student Housing.

Approved by Housing _____ Date: _____ Changed in THD _____ Added \$35 charge _____ Date: _____

Emailed Student: _____ Emailed Current & New RAs _____ Date: _____ Database _____ Date: _____