



Office of Housing & Residence Life
Room Change Request Form

Only students with a housing assignment are eligible to complete this application. Please print legibly.

FULL NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_

CURRENT CLASS LEVEL \_\_\_\_\_ NDMU E-MAIL \_\_\_\_\_

CURRENT BUILDING / ROOM \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

Have you been approved for housing accommodations through Disability Support Services? YES [ ] NO [ ]

Requesting room change beginning: Fall 2017

Reason for Request

[Empty box for Reason for Request]

All room change requests for the current semester must be signed by the Graduate Residence Coordinator (GRC) for your current residential area following a meeting with the GRC to discuss your reasons for seeking a change. Only upperclassmen [Sophomore- Senior] students can file for a switch from Meletia Hall to Doyle Hall.

IMPORTANT: Completing this form and turning it in does not automatically guarantee a room change will occur. Attempted mediations to resolve roommate conflicts are first expected before proceeding with the room change request unless it is during Open Room Change. All room change requests require consent from the Professional Staff of Housing & Residence Life. Room changes will only be granted pending their approval. All room changes are subject to room availability. If approved, you will receive an e-mail with instructions for moving. Room rates vary based on location and room specifications. Students MUST discuss financial options with parent/ guardian as well as with Financial Services in order to be sure they can cover the estimated costs in a room change. 2017-2018 rates for rooms are:

Meletia Single

- \$7143 per semester/\$14,286 per year

Doyle Single

- \$6954 per semester/\$13,908 per year

Doubles [Both Meletia and Doyle]

- \$5750 per semester/ \$11,500 per year

Triples [Meletia]

- \$4878 per semester/ \$9,755 per year

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Residence Coordinator Observations/Comments

[Empty box for Graduate Residence Coordinator Observations/Comments]

GRC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Comments

[Two lines for Director Comments]

Residence Life Office Use Only

Date Rec'd \_\_\_\_\_ Date Approved: \_\_\_\_\_
Denied - Reason \_\_\_\_\_
Resident Confirmation e-mail: \_\_\_\_\_
GRC Confirmation e-mail: \_\_\_\_\_
Bus. Office/Fin. Aid e-mail: \_\_\_\_\_
Roster/Datatel updated?: \_\_\_\_\_