

Room Transfer Request

Today's Date _____

Requested Transfer Date _____

Name of Resident _____

Unit # _____ Student # _____

Reason for Transfer _____

Special Requests _____

If you are considering changing units due to a roommate problem that you are unable to resolve, you must first contact your RA before submitting this form. Some points to consider:

- We will do our best to accommodate your requests, but we cannot guarantee your specific floor or roommate requests
- Transfer requests are permitted with approval from the Housing Assistant, Accommodations
- Transfer requests are processed in order of the date received, based on availability. We will contact you if your request is successful.
- Room transfer requests during the Academic term are accepted:
 - September Semester: November 1st – 30th
 - Winter Semester: February 1st – 27th
 - Summer Semester: June 15th – July 15th

You will be charged with the cost of cleaning the room you are moving out of. Room cleaning charges will vary depending on how dirty the room is left. If the room transfer request is cancelled after accepting the room transfer, you will be charged a \$50.00 administrative fee.

I have read, understood and accepted the preceding terms.

Signature

Date

RA Approval	Housing Assistant, Accommodations
Date	Date
RA Initial	HAA Initial
New Unit Assigned	New RA