Residence Life, Housing & Event Services

Room Change/Single Room Request Form

Date: _____

Student Name: _____ Student ID #: _____

Student Mailbox Number: _____ Email Address (Required): _____

Current Hall (please circle): DS O'C W RV Other:_____ Room Number: _____

Room Change Request:

Desired Hall and Room: DS O'C W RV Other:_____ Number: _____

Name of current roommate: _____

Signature of current roommate: _____

Name of future roommate: _____

Signature of future roommate: _____

Student Signature: _____

Single Room Request:

By signing this contract I understand:

1) That all conditions outlined in the Regis University Housing Contract still apply.
2) That I will be charged a single room rate as long as I occupy a single room. This rate will be prorated from the day I move in.
3) That if I do not take a single room for the duration of the semester, the fees charged to my account will reflect the amounts indicated on the Housing Withdrawal Refund Schedule.
4) That my single room can be canceled at any time by the University or myself. In that event, I must be willing to find a roommate, have one provided, or move into a double room situation.
5) I am liable for the payment for a single room for the time I am living in one. In the event that I do not finish the semester, I will be refunded according to the **Housing Withdrawal Refund Chart** as referenced in the **Student Handbook.**

Student Signature _____ Date _____

Single rooms will only be allocated on a space-available basis. This contract is still a REQUEST. The Office of Residence Life will try to honor this contract, but may need to cancel (see #4 above) for various housing, sometimes unforeseen, constraints.

For Professional Staff Use Only

Residence Life Coordinator:

Date Move is Effective**:** _____/_____/_____

_____

RLC Approval Signature Date

Administrative Assistant:

Old Charge $_____ New Charge $_____ Difference $_____

Charge Notes: _____

One Card Changes:_____Initials_____

Updated 6/11 AV