

# Room Change Request Form

**Note:** This form is for Sophomores, Juniors, and Seniors only.

<b>Last Name, First</b>		<b>7-Digit BC ID</b>
<b>Current Building</b>	<b>Room #</b>	<b>Room Type</b> <input type="checkbox"/> Single <input type="checkbox"/> Multiple
<b>Cell Phone #</b>	<b>Room Phone #</b>	<b>Mail Box #</b>
<b>Year in School</b> <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	<b>BC Email</b>	

**AGREEMENT:** By filling out this form and signing below, I understand that:

1. My application will be reviewed by Residential Life & Housing (RLH).
2. Decisions made by RLH are binding and only one option will be offered.
3. Priority will be given to new transfer students and/or students who returned to housing for the Spring semester.
4. If I am offered a room change, I must accept and complete that room change to the assigned building & room.
5. It is not guaranteed that I will obtain a new assignment through this process.
6. If my request is approved, RLH will inform me of the new assignment by email and/or posting it on Thursday, February 7 by 5pm, outside the RLH Office (110 Sulzberger).
7. Room keys will be available by the evening of Friday, February 8 in order to begin moves. I agree to be completely move and check out of my former assignment by Sunday, February 10, at 5pm.

<b>Signature</b>	<b>Date</b>
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**PLEASE SELECT ONLY ONE (1) OF THE FOLLOWING TWO OPTIONS:**

**Option A: Specific Room Request** (for Suite-Style Housing only).

I am requesting to move into the specific suite-style room written below. I will be considered for this room change only if all of the members of that suite submit a signed Roommate/Suitemate Request Form (available online) by the same 5pm on Tuesday, February 5 deadline. I understand that this option applies only to Plimpton, the 600s, CG, and 110th Street.

<b>Building</b>	<b>Room #</b>
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**Option B: I am willing to live in the following type(s) of rooms:** (Since you are **required** to accept any new room offered to you, please rank in order ONLY criteria in which you definitely want to live):

- |                                   |   |  |  |
|-----------------------------------|---|--|--|
| <input type="checkbox"/> Single   | <input type="checkbox"/> Corridor/Large Suite | <input type="checkbox"/> Room With Required Meal Plan    | <input type="checkbox"/> No room type preference |
| <input type="checkbox"/> Multiple | <input type="checkbox"/> Suite-Style          | <input type="checkbox"/> Room Without Required Meal Plan | <input type="checkbox"/> No meal plan preference |

**I am willing to live in the following buildings, space permitting, that meet my criteria as noted above:**

Since you are **required** to accept the new room offered to you, please rank in order ONLY buildings you would live in. Please note that rooms may not be available in each of these locations.

- |   |                              |                                       |   |
|---|------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Brooks (Meal Plan) | <input type="checkbox"/> 600 | <input type="checkbox"/> Elliott      | <input type="checkbox"/> Sulzberger Tower (Seniors only in singles)   |
| <input type="checkbox"/> Hewitt (Meal Plan) | <input type="checkbox"/> 616 | <input type="checkbox"/> Plimpton     | <input type="checkbox"/> Columbia (BC-designated spaces in 47 Claremont, Ruggles, Hogan, or East Campus ONLY) |
| <input type="checkbox"/> Cathedral Gardens  | <input type="checkbox"/> 620 | <input type="checkbox"/> 110th Street |   |

Please provide a **brief explanation** of your reason for requesting this change.  
(You may include any supporting documentation that you feel is appropriate or necessary)

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If you and another resident would like to move into a fully open double together (dependent upon availability), please make sure that you each turn in a Room Change Request Form and request each other as roommates above.