

University of Dallas-Office of Student Life

Room/Roommate Change Request Form

(to be submitted by resident who will physically move)

Change is requested for {check one}: [ ] CURRENT semester [ ] NEXT semester

First Name (PLEASE PRINT) Last Name I.D. #

Current Classification {check one}: [ ] Freshman [ ] New Transfer [ ] Sophomore [ ] Junior [ ] Senior [ ] PreMBA [ ] Braniff Graduate

Birth date: Email address:

Cell number at which we can always reach you:

Where do you live now (Hall/Apt AND room number)?

Who is/are your current roommate(s)?

Where do you want to live and with whom?

Signature of proposed 'new' roommate(s):

Reason for request (use back if necessary):

By signing below, I understand that this is ONLY A REQUEST and that it MAY NOT be granted. The Office of Student Life will try to accommodate as many requests as possible but CANNOT make any guarantees. Requests will be subject to the rules and regulations as outlined in the Student Handbook. Beyond these, requests will be on a first come/first served basis and at the discretion of the Office of Student Life. Students will normally be notified within approximately one week by phone or email of the decision. I also acknowledge that, if approved, I have two business days from the date of approval below to vacate my current room and turn in my room keys. I realize any possessions left in my old room after this time will be disposed of and that I will be charged for a lock change if I do not turn in the keys to my old room.

Signature of Student Making Request Date

Signature of Current Roommate Agreeing to Change:

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IF REQUESTING SINGLE STATUS IN A DOUBLE ROOM THIS WILL RESULT IN: \$1325.00 OF ADDITIONAL CHARGES TO BE ADDED TO YOUR ACCOUNT IN THE BUSINESS OFFICE FOR THE TERM. We recommend that you discuss this additional charge with whoever is responsible for payment of your account.

Student Authorization for Additional Charge Where Applicable Date

\*\*\*\*\* BELOW IS FOR OFFICE OF STUDENT LIFE USE ONLY \*\*\*\*\*

New room assignment for student above is in (Hall/Room #):

Approved by Student Life Office Representative (above) to take effect on: Date

[ ] SLARASG [ ] TSAAREV [ ] SPAIDEN [ ] Floor Plans [ ] Check OUT [ ] Check IN [ ] Housekeeping