

## Room Transfer Request Form

Step 1: Residence Information		
Name:	Student ID:	Phone:
MtA Email:	Current Room:	Current Residence:
Step 2: Request Information		
<p>What is the reason for your room transfer request?</p> <p> <input type="checkbox"/> Roommate disagreement (A)           <span style="margin-left: 150px;"><input type="checkbox"/> Same residence, different room (B)</span>  <input type="checkbox"/> Prefer different residence and/or room type (C)           <span style="margin-left: 150px;"><input type="checkbox"/> Other (D)</span> </p>		
<b>A:</b>	Before submitting this room transfer request, please speak to your Residence Assistant or Residence Don to complete the roommate/suitemate mediation process.	
<b>B:</b>	If you want to change rooms within the same residence, please complete this section.  <b>Please indicate your preferred room type and/or number:</b>	
<b>C:</b>	If you want to change residences, or prefer a different room type outside of your current residence, please complete this section.  <b>Please indicate your preferred residence:</b>  <b>Please indicate your preferred room type and/or number:</b>	
<b>D:</b>	Please provide us with details of your room transfer request:	
Step 3: Form submission		
<p>By signing below, you agree to the Conditions of Residence Accommodation and Residence Life Code of Conduct. You also understand that room moves require the approval of Housing Services and/or Residence Life. You will be notified if your room move is approved, at which time a date will be scheduled for your room move to occur. Your room move request may be subject to a \$70 room move fee. Moving to a different room type will result in a change in residence fees, according to the new room rate.</p> <p>Date submitted: _____</p> <p>Signature: _____</p>		