



# Room Change Request Form

## University Housing and Residence Life

Room changes must be approved *before the change* occurs. Unless this is a room swap (two people mutually agreed to take each other's assignment and professional cleaning contractor is not involved) **there will be a \$100 room change fee charged to the student account** to cover the cost of cleaning and maintenance work performed after move out is complete. Permitted room changes are based on space availability. Room changes that occur without *prior* approval from University Housing will result in a penalty charged to the student account. Please deliver your completed form to the Housing Office or email the completed form to [housing@clayton.edu](mailto:housing@clayton.edu).

Name: \_\_\_\_\_ Laker ID#: \_\_\_\_\_  
Last First

Cell Phone Number: \_\_\_\_\_ @student.clayton.edu  
University Email Address

**Current** Room Assignment: Building: \_\_\_\_\_ Room # \_\_\_\_\_ A  B  C  D

**Requested** Room Assignment: Building \_\_\_\_\_ Room # \_\_\_\_\_ A  B  C  D

Check here if you have no room assignment preference:  Check here to approve room change fee

**Reason for Request (check one):**

1. \_\_\_\_\_ Financial
2. \_\_\_\_\_ Building Preference
3. \_\_\_\_\_ Personal Safety (please explain at #7 below)
4. \_\_\_\_\_ Original Assignment Not What I Requested
5. \_\_\_\_\_ Found Someone *Who Mutually Agreed* to Swap Assignments (please provide information below)

Name: \_\_\_\_\_ Laker ID#: \_\_\_\_\_  
Last First

Cell Phone Number: \_\_\_\_\_ @student.clayton.edu  
University Email Address

**Current** Room Assignment: Building \_\_\_\_\_ Room # \_\_\_\_\_ A  B  C  D

**Requested** Room Assignment: Building \_\_\_\_\_ Room # \_\_\_\_\_ A  B  C  D

6. \_\_\_\_\_ Roommate Conflict

If Roommate Conflict, have you discussed the issue(s) with your RA?  Yes  No

RA Name: \_\_\_\_\_ Result: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. \_\_\_\_\_ Other (Please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that if this request is approved, fee adjustments could be made to my Student Account, and could result in either a credit or deficit balance. I agree to check my student account for changes, and will pay the deficit balance. I understand that a *University Housing Hold* will be applied to my Student Account if left unpaid.

\_\_\_\_\_  
Resident Signature Date

**Office Use:**  
Date Received: \_\_\_\_\_ Date Processed in Symplicity: \_\_\_\_\_ Room Change Fee: yes no Name: \_\_\_\_\_  
REV: 7/25/2016