

ROOM CHANGE REQUEST FORM

Office of Residential Life – Ohio Wesleyan University

TO THE STUDENT: All residents of the rooms affected by this request must be in agreement of this room change. This agreement must be indicated by each person's signature. The Resident Assistants on the floors affected by this room change will be consulted about this request. This must be indicated by each Resident Assistant's signature and the Residential Life Coordinator's (RLC) signature. AFTER this request has been processed by the Residential Life Office, you will receive written notification that your request has been approved or denied. An approved room change will have 7 days to be completed. CHANGING ROOMS PRIOR TO THIS AUTHORIZATION IS SUBJECT TO A \$50.00 FINE AND/OR JUDICIAL REFERRAL.

Step 1: Applicant information

Name: _____ OWU ID #: _____
 Email: _____ Intended Date to Move: _____
 Current Building/Room: _____ Desired Building/Room: _____
 HWCC Box #: _____ Cell Phone #: _____

Step 2: Current Roommate(s)

Roommate Name(s):

1. _____	(Print)	(Sign)
2. _____	(Print)	(Sign)
3. _____	(Print)	(Sign)

Step 3: Prospective Roommate(s)

Roommate Consent:

I am in full agreement that my prospective roommate's relocation will not infringe upon my living environment and I consent that the applicant may move into my room. I will accordingly make appropriate space for the applicant in the room.

Roommate Name(s):

1. _____	(Print)	(Sign)
2. _____	(Print)	(Sign)
3. _____	(Print)	(Sign)

Step 4: Staff Signatures

Please note: only the Assistant Dean/Director of Residential Life (or designee) may approve a student for a room change. Signatures from the Residential Life Coordinator or Assistant Director must be obtained by students requesting room changes as an additional form of communication in the room change process.

Current RLC/AD	_____	_____
	(Sign)	(Date)
Prospective RLC/AD	_____	_____
	(Sign)	(Date)

Return the completed form to the Residential Life Office, 225 HWCC

FOR OFFICE USE ONLY:

Approved

Denied

_____	_____
Assistant Dean/Director of Residential Life Signature	Date