

Averett University Residence Life Office
Room Change Request Form

Completion of this form DOES NOT GUARANTEE your request will be honored.

To process a room change, a resident needs to:

1. Contact the Residence Assistant (RA) of his/her current hall and the Residence Life Office for room change process. Get signatures/initials of approval in the space provided below.
2. Contact the Residence Assistant of the new hall preference, determine a check-in date, and get their signature of approval in the space provided below.
3. Schedule a check-out date and time with an RA of their current hall and leave this form with the Residence Life Office.
4. *Please see the back of this form for specific check in/check out procedures*

Name (Please Print): _____ Student ID #: _____

E-mail Address: _____ Cell Phone #: _____

Current Building: _____ Room _____ Gender: _____

Why are you requesting this room change? _____

My current roommate is aware of this request: yes Roommate Signature _____
 no Reason _____

Note: By signing below, the following parties agree to the proposed room change.

New Room Request: _____
Building Room

New Roommate Signature: _____
Current RA Signature: _____ Check-In Date/Time: _____
New RA Signature: _____ Check-In Date/Time: _____

Move must be completed by: _____

Student Signature: _____

RESIDENCE LIFE APPROVAL: yes no Signature: _____

-----**For Residence Life Office Use Only**-----

The Following Departments must initial this form to be made aware of the room change:

Mailroom _____ Phone Services _____ Business Office _____

The Business Office Signature is only needed if the room change will require a change in billing.

Date Received: _____	Date Processed: _____	Improper Check-Out: <input type="checkbox"/>
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Additional Charges: _____

Room Change Check-Out Procedures

1. Make arrangements with the necessary RAs **at least 24 hours in advance**.
2. Clean the room, or cleaning fees will be applied to the resident's account
3. Check-out cannot be completed unless all belongings are out of the room.
4. An RA will go through the room with the resident, checking the RCR for damages. The resident will then sign the form.
5. Turn in room key to Residence Life Office and mail key to mail room.

Room Change Check-Out Procedures

1. Pick up key from Residence Life Office and sign key agreement form.
2. Check with new RA about signing and checking the RCR for the new room. **This must be done.**
3. Get ID card recoded, if necessary.
4. Get new mail key from mailroom.