



Room Change Request

I am requesting a Room Change to receive a new residential housing assignment based on the preferences listed below. I understand that the Office of Residential Life will review each request and decisions will be made based on space availability. Room change requests are not guaranteed.

The Office of Residential Life will contact each student over the summer when a viable space becomes available for the requested room change. If the Office of Residential Life cannot accommodate your room change, you will also be contacted. If you accept the new assignment, the room change process is complete. If you choose to decline the room change, you may choose to be removed from the list or be placed on the end of the list of students requesting a change.

CURRENT HOUSING ASSIGNMENT:

Area/Building Room

ROOM CHANGE REQUEST:

MEAL PLAN: (choose only one)

Area/Building (list top three preferences) Room (not required/as available)
1. _____
2. _____
3. _____

- Premium Plus (19 meals/\$200 DD)
Premium (12 meals/\$250 DD)
Flex (7 meals/\$450 DD)

Comments (Roommate Preference *Not Guaranteed*)

Name: _____ ID#: _____

Cell phone #: _____ Sex: [] F [] M

Class Standing: [] SO [] JR [] SR Email: _____@hartford.edu

Student Signature

Date

Please return to the Office of Residential Life

Staff Recipient Name: _____ Date/Time: _____