



Room Selection Proxy Letter

I am confirming that I will not be able to attend the Room Selection process held on Saturday, April 4, 2009, which allows students to select a housing assignment for the 2009-2010 academic year. The reason I cannot attend room selection is the following:

- Study Abroad Spring 2009
Leave of Absence/Active Status from University
Other:

As specified below, I am granting the individual (University of Hartford faculty, staff, or student) or the Office of Residential Life authorization to act as my proxy in the Room Selection Process. I agree to abide by the decision this person or office makes in regard to my housing assignment.

In addition, I understand that I must adhere to all other requirements of the Office of Residential Life in regards to policy, deadlines, and deposits affecting my housing assignment. I will pay my Room Reservation Deposit by Friday, February 27, 2009 at 3:00 pm. I understand that my housing assignment will be dependent upon space availability and my assigned housing status at the time of selection. Proxies will be admitted at the assigned time of the student for whom they are proxying. I also understand that I must be registered as a full-time student (minimum of 12 credits) for the fall of 2009 by Wednesday, May 6th.

HOUSING PREFERENCES:

MEAL PLAN: (chose only one)

- Area/Building (list top three preferences)
1.
2.
3.

- Room (not required/as available)

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

Comments (Roommate Preference)

Name: ID#:

Cell phone #: Sex: F M

Class Standing: FR SO JR SR Email: @hartford.edu

Student Signature

Date

Proxy Name: Proxy ID#:

Proxy Signature

Date

*Please give this form to the person chosen to proxy. The proxy must bring this form to Room Selection and will be admitted at the assigned time for the student for whom they are proxying. ** The Office of Residential Life will only act as a proxy in the event that the requestor cannot find a student proxy. If the requestor cannot secure a student proxy, please return this form to the Office of Residential Life.