

OFFICE FOR RESIDENTIAL LIFE & HOUSING SERVICES
First-Year Request for Room Change for Spring 2024

SEMESTER BREAK: Only those students who check “YES” in the box below will have their forms reviewed before Spring semester and be considered for a room change on Saturday, January 13th.

- To be considered for this option, the **form needs to be submitted by 12/25**.
- **By checking “YES” students agree to be prepared to return to campus on Saturday, January 13 to complete a move.**
- Because contacting students quickly during Winter Stay is nearly impossible, you will **not** be contacted prior to a room change with an offer. If we are able to complete a room change for you, we will notify you of the change via email. Residential Life does not go below your second choice when making a change during the Winter Stay. Feel free to add any pertinent information that will help us make a new assignment for you. ***The new assignment cannot be reversed.***

SPRING SEMESTER: During the spring semester, the Office for Residential Life will contact you prior to any move and you have the right to accept or decline the new assignment.

- When you are offered a new room assignment, you will be given 48 hours to make a decision on whether to accept or decline the new assignment. Failure to decide within the specified time limit will result in the offer being withdrawn.
- A student who refuses 3 offers will be placed at the end of their class year on the room change list and considered after their fellow classmates.
- Failure to check-in/out within the specified time will result in your change being cancelled and an administrative fee added to your bill.

CHECK ONE:

_____ **YES** I would like to be considered for a room change during Winter Stay. I understand that if Residential Life has a room change for me, I must be back on campus on Saturday, January 13^h to move into my new room. I understand that if I fail to arrive on campus on this date, my belongings will be packed and placed in storage at my expense. **This option is not available after 12/25/2023.**

_____ **NO** Please do not consider me for a room change during the Winter Stay period. I would like to maintain my priority status for a room change during the spring semester. Be aware that requested spaces are **not** held during the Winter Stay assignment period. It **is** possible to lose out on a specific request.

Name: _____ **Student ID #** _____ **Class Year:** _____

Gender: _____

Email Address: _____

(We will email you an offer if one is available. Be sure to check your spam/junk folder.)

Current Bldg. (Wing if in SBA Hall) & Room Number: _____

Current Room Type: Single Double Triple

***If a move allows for a reduction or requires an increase in meal plan, student has five days to request a plan change or will be assigned a meal plan in accordance with that residential group.**

***Please check with Financial Aid if there is a price difference in the area you are requesting to move to. Your aid may be impacted.**

Return in .pdf format to: housingassignments@reslife.rochester.edu (please retype email address when sending)

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Rank room type options with “1” being most desired and “3” being least desired. Be aware housing offers/assignments are based on space availability.

Requested Room Type: single___ double___ triple___

- Gilbert \$11,332/yr.
- Lovejoy \$11,332/yr.
- Tiernan \$11,332/yr.
- Hoeing \$11,332/yr.
- Susan B. Anthony Halls (Gannett, Gates, Hollister, Morgan) \$11,332/yr.
- Genesee Hall: \$12,034/yr.

****If moving from a triple to a double or single, you triple discount will be removed***

AFFINITY HOUSING: Would you consider living:

Substance Free?	Y N	Are you a smoker?	Y N
All Gender Wing?	Y N Doesn't Matter	Single Gender Wing?	Y N Doesn't Matter

Any special notes (ex: if requesting specific space, indicate building and room number; if you are having roommate issues):

NOTE: By signing below, you acknowledge that you have read the ‘Room Change Request Guidelines’ page and agree to the terms. This form constitutes an official request for a room change. A new assignment will supersede any previous room assignment.

Signature _____ **Date** _____

Email address you can be reached at over the winter break:

(DO NOT WRITE BELOW THIS LINE)

Room offered	Date offered	Response date	A or D	Date

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