

**University of North Carolina School of the Arts
Residence Life Programs & Housing—Room Change Request Form**



All information must be completed for your application to be processed.

Name _____ E-Z Arts ID# _____ Current Assignment _____
 Gender _____ Class Year _____ Cell Phone _____ Campus Box# _____ UNCSA Email _____

I authorize the UNCSA Residence Life Programs & Housing to change my room assignment as requested on this form. I will accept the new assignment and any possible change in room charge. I have read and will comply with all of the procedures on this form. (Please read information on other side).

Signature: _____ Date: _____

Complete only the sections for those room change options that you will accept. Rank order for each section completed. Once a room change option has been honored, no further processing will occur. See specific instruction on the back of this form.

Single Room *To be completed if interested in a single room*

Rank

- I will accept the first available single anywhere on campus, including Bailey Street & Center Stage Apartments.
- I will accept the first available single anywhere on campus, excluding Bailey Street & Center Stage Apartments.
- I will accept the first available single only in the following halls: _____

Pull-in

Rank

To be completed if interested in moving into another resident's room. This section must be completed by the other resident.

Name of Pull-er _____ Residence Hall /Apt. & Room# _____

Signature of Pull-er _____

Moving Within or to Another Building

Rank

To be completed if interested in moving within your current, or to another building. Please rank order your preferences (1, 2, etc) beside each choice. Mark only the building in which you will accept a new assignment. Note specific floors or room requests in "Comments" section below.

- | | | |
|------------------------|------------------------|--------------------------------|
| _____ Residence Hall A | _____ Residence Hall D | _____ Bailey Street Apartments |
| _____ Residence Hall B | _____ Residence Hall E | _____ Center Stage Apartments |
| _____ Residence Hall C | _____ Residence Hall F | |

Comments:

GUIDELINES

1. The Residence Life Programs & Housing Office seeks to provide housing for as many students as possible, and to maintain a residence hall environment, which is conducive to student development. **To effect these goals, Residence Life Programs & Housing reserves the right to assign persons to all vacant spaces, to make room changes, and to approve/refuse room changes.** Consistent with UNCSA policy, no room assignment will be made or changed on the basis of race, creed, color, or national origin.
2. All parties to the room change must indicate their agreement to the request for the room change by signing this form, **except in the case where the Residence Life Programs & Housing is assigning a student to a vacancy.** If a student has difficulty in making a change, the Residence Life Programs & Housing may make an administrative reassignment to another space.
3. A room change is officially approved when this form is completed and returned to the College Life Office, and the student changing rooms is notified by a Residence Life Staff member indicating approval.
4. Moving students will receive their new keys at the time of approval, and will have possession of keys to the new and old room to complete their room change.
5. The actual moving involved in the room change must be completed within 72 hours after the appropriate housing office member has approved the change. If not completed within the 72 hours, the change approval may be rescinded or improper check-out charges (\$25) applied.
6. The room change is complete when the Room Condition Report form for the room from which you are moving is completed by a Resident Assistant, and returned by the moving student to the appropriate housing office member with the room key.
7. **Any student making a room change without approval from the Residence Life Programs & Housing may be subject to disciplinary action and/or may be reassigned to his original assignment.**

Specific Instructions

Single Room

Complete this section only if you are interested in moving into a single room. Your request will be processed in priority number order according to the box selected. If a request in this section can be honored, no further sections will be considered. If we were unable to your request for a single room, we will place your name on the singles waiting list. I the event a single becomes available, we will contact you.

Pull-in

If you are interested in moving from your current room assignment to a vacancy in another resident's room. **YOU** should be initiating this form. The resident who is pulling you in should sign and complete the "*Pull-in*" section as the "*Pull-er*".

Moving Within or to Another Building

Complete this section only if you are interested in moving within your current, or to another building on campus. Make sure you rank order your preferences. Do not put a number beside in which you would not accept a new assignment. Please not any specific floors or room requests within the "Comments" sections.