

# Between Semester Room Change

|  |   |
|--|---|
| <b>Student Information - Please Print Clearly</b>                              | Gender: Male <input type="radio"/> Female <input type="radio"/>   |
| Name: _____  | ID Number: G _____  |
| Current On-Campus Address:<br>Area: Presidents DUCC Chesapeake TAP YRC<br>Park | Mason E-Mail Address (we will notify you of your approval via e-mail at your Mason e-mail address):<br>_____ @gmu.edu |
| Building: _____ Room/Apt. #: _____   | Phone Number: ( ) -   |

Rank any of the following options that you would be willing to move to. Room changes are processed on a space available basis. While every effort will be made to assign you to one of your preferred room types, it is not guaranteed. Your room change may not be granted if your preferred spaces are not available.

| Freshmen only                     | Upper Class students only   |  |                                       |                                   |
|-----------------------------------|-----------------------------|--|---------------------------------------|-----------------------------------|
| <u>Presidents Park Area</u>       | <u>TAP Area</u>             | <u>Chesapeake Area</u>                                   | <u>YRC Area</u>                       |                                   |
| _____ * Single                    | _____ 1 bedroom apt. Double | <u>Blue Ridge, Shenandoah, Piedmont &amp; Tidewater:</u> | <u>Northern Neck:</u>                 | _____ LS 2 bedroom apt (2 person) |
| _____ * Double                    | _____ 2 bedroom apt. Double | _____ * 1 bedroom double (2 person)                      | _____ 1 bedroom apt single (1 person) | _____ PH 2 bedroom apt (2 person) |
| _____ * Triple                    | _____ 3 bedroom apt. Double | _____ * 1 bedroom triple (3 person)                      | _____ 4 bedroom apt double (6 person) | _____ PH 2 bedroom apt (4 person) |
| _____ * Quad                      | _____ Townhouse Double      | _____ * 2 bedroom double suite (4 person)                | _____ 4 bedroom apt Single (6 person) | _____ LS 4 bedroom apt (4 person) |
| <br><u>DUCC Area</u>              |                             | _____ * 3 bedroom Double (4 person)                      | _____ 2 bedroom apt double (4 person) | _____ PH 4 bedroom apt (4 person) |
| _____ * University Commons Single |                             | _____ * 3 bedroom single (4 person)                      | _____ 3 bedroom apt Double (4 person) | _____ PH 3 bedroom apt (6 person) |
| _____ * University Commons Double |                             | _____ * 4 bedroom single (4 person)                      | _____ 3 bedroom apt Single (4 person) |                                   |
| _____ * University Commons Triple |                             | <u>Eastern Shore</u>                                     | _____ 4 bedroom apt Single (4 person) |                                   |
| _____ * DO/CO suite single        |                             | _____ *Double  |                                       |                                   |
| _____ * DO/CO suite double        |                             | _____ *Single  |                                       |                                   |
|                                   | *=meal plan required        |  |                                       |                                   |

**Roommate request information can be found next page of this form. →**

**Smoking Preference – Please note that all of our residence halls are non-smoking.** Smokers are prohibited from smoking in their residence hall rooms at all times. Residents who violate this policy may be subject to disciplinary action.

I am a SMOKER.

I am a NON-SMOKER and I object to living with a smoker.

I am a NON-SMOKER and I DO NOT object to living with a smoker.

**Accommodation Needs**  
Do you have a condition, medical or otherwise, that would affect your housing assignment?

No.

Yes. If yes, please attach a letter from the Office of Disability Services that indicates you are registered with that office and that outlines your housing need.

**Office Use Only - Do Not Write Below This Line**

| New Housing Assignment                |      |                 |           | Student Notified?         |                          | Comments: |
|---------------------------------------|------|-----------------|-----------|---------------------------|--------------------------|-----------|
| Building                              | Room | Bed ID #        | Room Type | <input type="radio"/> Yes | <input type="radio"/> No |           |
| <input type="radio"/> Assignment Made |      | Staff Initials: |           |                           |                          |           |

**Roommate Preferences:** Please fill out the information below. While we will do our best to accommodate your request, we cannot guarantee our ability to do so. Please remember that space is very limited.

**Roommate One:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ID Number: **G** \_\_\_\_\_

Current Assignment: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_@gmu.edu

**Roommate Two:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ID Number: **G** \_\_\_\_\_

Current Assignment: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_@gmu.edu

**If you have requested to move with a roommate and there is not space available for both/all of you, are you willing to move into a new space without your requested roommate?**

YES

NO

**Is there a specific space you would like to move into? Building \_\_\_\_\_ Room \_\_\_\_\_**

**Why are you interested in moving to this space?**

**If the space you have requested is unavailable, do you still wish to move to another available space according to your preferences on the other side of this form?**

YES

NO

**\*\* READ THE FOLLOWING INFORMATION CAREFULLY \*\***

**Signing and Submitting this form signifies that you understand and agree with this information.**

- The deadline to submit this request to the OHRL is **Friday, December 11, 2009 at 4:00 p.m.**
- Requests are considered according to the date and time that the completed request form is submitted to the Office of Housing and Residence Life. My request will be processed using the information I have provided on the reverse side of this form.
- Submitting this request **does not guarantee** that I will receive a new assignment. Changes are approved based upon the availability of space.
- By submitting this request I authorize OHRL to change my room assignment provided the new assignment is within the preferences I have indicated in my request.
- It is my responsibility to notify OHRL, in writing, if I wish to cancel this request. **I may not cancel once my assignment has been changed.**
- OHRL will contact me via e-mail at my GMU e-mail address by close of business on December 16, 2009 if/when my request has been approved.
- Once my request is approved, I am aware that I will be required to properly check out of and return keys for my Fall assignment no later than **Monday, December 21, 2009 at 5:00 p.m.** If I do not properly check out and return keys by this time, the following will occur:
  1. I will forfeit my new Spring assignment and I will remain in my current Fall assignment for the Spring 2010 semester.
  2. I will be charged a non-refundable improper check-out fee of \$50.
- I may move into my new assignment on Monday December 21, 2009 or when I am notified that my new assignment is ready for me.
- **I understand that I will be required to pay the prorated difference in rent costs, if any, for my new assignment.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dining Services Information –**

All on-campus residents, except residents of the Townhouses, Apartments, Liberty Square, Potomac Heights, Northern Neck and students with 90+ credits, are required to purchase a meal plan. There is a separate, additional charge for the meal plan. For more information, please contact the Meal Plan office at (703) 993-2870.

**For more information about the room change process please refer to the Guide to Pride on your CD, or you can go online at <http://housing.gmu.edu/general/policies/>**