

University of Central Arkansas—Housing and Residence Life

ROOM CHANGE REQUEST FORM

DUE: September 4
Housing Office
Bernard 201

Name: _____ ID #: B
 First Middle Last

Cell Phone: _____ Email: _____

Room Change Policy:

- Room changes are only offered for a two week period at the beginning of each semester. Room changes are processed on a first come, first served basis based on available space. Most communication will occur via email- Check your email in myUCA!
- Only students with a housing assignment are eligible to complete this request form. Room changes may result in additional housing or meal plan charges.
- If a room change offer is extended, you will have to accept or decline the offer and move within 24 hours. Fall 2015 Room Change Period ends September 18, 2015.
- In the case of a roommate conflict, mediation may be required before a room change request is considered.

Date: _____ Current UCA Room/Apartment Address: _____

Why are you requesting a room change? _____

Room Change Type (circle): Room Change Room Swap

Room Change Request

1st Choice Hall/Complex: _____ Room # (if applicable): _____

2nd Choice Hall/Complex: _____ Room # (if applicable): _____

Room Swap: A room swap is when all roommates involved agree to change to a new room to allow for resident(s) to live with a preferred roommate. Attach a written statement where each roommate prefers to move. Signatures of all roommates are required.

Private Room (circle): Yes No

*Private rooms are limited and are not available in freshmen residence halls. Private Rooms will incur additional fees.

Comments: *(please provide any comments that you would like us to consider when evaluating your request)*

If I am approved for a room change, I understand that I must properly check out of my current assignment or be assessed the improper check-out fee in addition to other possible damage fees, key charges, and/or cleaning costs.

Resident Signature: _____ Date: _____

Office Use Only
 Decision _____ Assignment Change _____ Date: _____ Initial: _____