Room Change Policy:

1. 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!
2. Only students with a housing assignment are eligible to complete this request form. Room changes may result in additional housing or meal plan charges.
3. 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.
4. 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 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: __________

6.23.15 SM