



UNIVERSITY OF LETHBRIDGE
HOUSING SERVICES

ROOM CHANGE REQUEST

Student Name: _____ Student ID#: _____

Current Room Number: _____ Phone Number: _____

Current Room Type: _____ Requested Semester: _____

Room Type Requested: (Rank 3 Choices)

1. _____

2. _____

3. _____

Room / Suite Preference: _____ Roommate Preference: _____

Please accept this as my official request to be reassigned to a different room or suite. I understand my student account will be charged a **\$50.00 non-refundable fee once my room change has been approved.**

REASON FOR THIS REQUEST:

I have spoken with the following:

My Roommates My RA My VP RLEC MGMT TEAM

Do you want to reside in an alcohol free environment? Yes / No / Doesn't Matter

Activity Level: **Low** (1) (2) (3) (4) (5) **High**

Gender: M / F Age: _____ Year of Studies: _____ Semesters in Residence: _____

Date: _____ Student Signature: _____

FOR OFFICE USE ONLY

Date Received: _____ Fee Paid: _____ Receipt #: _____

ROOM CHANGE: APPROVED DECLINED PENDING

REASON: _____

RA ADVISED: Yes / No Student Advised: Yes / No

STUDENT RESPONSE: ACCEPTED / DECLINED

- | | |
|---|---|
| <input type="checkbox"/> Captured 50.00 in Banner | <input type="checkbox"/> Blakiston Intercom |
| <input type="checkbox"/> New Roommates Notified | <input type="checkbox"/> New Keys Made |
| <input type="checkbox"/> New RA Notified | <input type="checkbox"/> New Inspection Sheet |
| <input type="checkbox"/> Old RA Notified | <input type="checkbox"/> Linen (International Students Only) |
| <input type="checkbox"/> Check New Inspection IN (New Room) | <input type="checkbox"/> Uncheck Insp Sheet in for Old Room |
| <input type="checkbox"/> Security Notified | <input type="checkbox"/> Communication Manager (Intercom List - KH / PH Only) |
| <input type="checkbox"/> List Serve Updated | <input type="checkbox"/> Old Keys Returned |
| <input type="checkbox"/> Cash Office Notified - | <input type="checkbox"/> StarRez (Check-in-'In Room') |
| (Rm Rate / Dining Plan Changes) | <input type="checkbox"/> Notify OLD Roommates (Field Team Access) |
| <input type="checkbox"/> StarRez ('Reserved'-New Room) | <input type="checkbox"/> Clean & Insp Sheet to Field Team |

Staff Signature: _____

Date Completed: _____

RLEC USE ONLY: _____

Date Completed: _____