

REQUEST FOR ROOM CHANGE

Residential Programs & Services (RPS) at MCLA
Townhouse #89, 413-662-5249 (ext. 5249)

NAME: _____ DATE: _____

ON-CAMPUS ASSIGNMENT: _____ P.O. BOX #: _____

A#: _____ CELL PHONE: _____ ON-CAMPUS EXT.: _____

DATE OF BIRTH: _____ AGE: _____ CLASS STATUS: _____

CURRENT ROOM/APARTMENT MATES (S): _____

This form allows you to express a preference for a room change, room type change and/or residence area change. You will be contacted when and if your room change request can be honored. Please remember that **no change of room may take place until you receive a written room change approval** from the RPS office. Students who move without written approval will be assessed a \$50 fee and required to move back to their original assignments.

I WOULD LIKE TO CHANGE MY ASSIGNMENT TO: (Please be as specific as possible.)

_____ Berkshire Towers – Room # _____

_____ Hoosac Hall – Room # _____

_____ Flag Townhouses – Apt. # _____ Room _____

I WOULD LIKE TO:

_____ Keep my current room as a premium single.

_____ Move to a premium single in another location.

If you have checked either of these statements, you must read the following statement and sign your acceptance of the terms outlined.

My signature below indicates I understand that if I am approved for a premium single my student account will be adjusted accordingly. The charge for a premium single is \$400 more per semester than a double, or pro-rated portion thereof. Students accepting a premium single who later decide that they prefer a double room must identify their own roommate or relocate to a vacancy in another double room.

Signed: _____ Date: _____

NEW ROOM/APT. MATE (S): _____

REASON FOR REQUESTING ROOM CHANGE: (Please use the back of form, if needed.)