

# Housing Modification Form



**You must turn in a Housing Modification Form as an indication that you are either cancelling or making a room change.** For more information about making a room or roommate change, review our policy [here](#).

Name: _____	ID #: P000 _____	Cell #: _____
Email: _____@northwestu.edu	Current Floor _____	Room/Apt #: _____
I am (✓ any that apply):	<input type="checkbox"/> An ACT Six Scholar	<input type="checkbox"/> A President or Provost Scholar
	<input type="checkbox"/> CELE student	<input type="checkbox"/> International student

## HOW would you like to modify your current housing status?

- Cancel:** I am withdrawing or graduating from Northwest University [Please explain below if necessary]
- Cancel & Live Off-Campus:** I am cancelling my housing assignment and plan to live off-campus [Please explain WHY you are canceling below]. \*Note: you **MUST** fill out the online Residential Exemption Request and get it approved.
- On Campus Change:** I am wanting to change rooms/roommates [Be sure to fill out page 2]

**WHEN** would you like the modification to be effective? Please indicate the semester billing to be adjusted.       Fall \_\_\_\_\_       Spring \_\_\_\_\_       Immediately       Other: \_\_\_\_\_

## WHY would you like to modify your housing status?

Transferring to: \_\_\_\_\_       Other: \_\_\_\_\_

Please explain: \_\_\_\_\_  
\_\_\_\_\_

I understand that the date the form is received by the Student Development Office is the receipt date. If it is received late, it may not be considered or a late fine may be assessed. **Please Initial Here:** \_\_\_\_\_

I understand that housing charges are billed from the Saturday to Friday on any given week. **Please Initial Here:** \_\_\_\_\_

- ✓ 2.5% per day during the first week of the semester charge
- ✓ 20.0% during second week of the semester charge
- ✓ 32.0% during third week of the semester charge
- ✓ 44.0% during fourth week of the semester charge
- ✓ 56.0 % during fifth week of the semester charge
- ✓ 68.0% during sixth week of the semester charge
- ✓ 80.0% during seventh week of the semester charge
- ✓ 92.0% during seventh week of the semester charge
- ✓ 100.0% after eighth week of the semester charge

I understand that if I am indicating to live off campus, I have to first fill out the online Residential Exemption Request. And secondly, the request must be approved. If the request is NOT approved, the Modification Form will be voided.

**Please Initial Here:** \_\_\_\_\_

# Housing Modification Form



## ROOM/ROOMMATE Change Request:

**WHAT** kind of room/roommate change are you requesting?

- Single room:** I am requesting to be put on the single room waitlist and agree to pay the extra single room fee.
  - I would like to stay in my room as a single
  - I would like to change rooms in order to have a single
- Change rooms:** I would like to change rooms and move to \_\_\_\_\_ (location/room#) and live with \_\_\_\_\_ (roommate name).
- Change rooms:** I am unaware of open or available rooms, but I would like to move from my current room and live with \_\_\_\_\_ (roommate name) and our living area preference is:
  - Building: \_\_\_\_\_
  - Floor: \_\_\_\_\_
  - No preference

**WHY** are you requesting a room/roommate change?

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Current Roommate(s) Name: \_\_\_\_\_ & Signature: \_\_\_\_\_  
Current Roommate(s) Name: \_\_\_\_\_ & Signature: \_\_\_\_\_  
Future Roommate(s) Name: \_\_\_\_\_ & Signature: \_\_\_\_\_  
Future Roommate(s) Name: \_\_\_\_\_ & Signature: \_\_\_\_\_

Current RA Signature: \_\_\_\_\_ Future RA Signature: \_\_\_\_\_

I have read and understand the room/roommate change policy Please Initial Here: \_\_\_\_\_  
I understand that on-campus housing changes are subject to approval. It is my responsibility to obtain all signatures prior to deadlines. Please Initial Here: \_\_\_\_\_  
I understand that I **MUST** be a registered student to request a room or roommate change. Please Initial Here: \_\_\_\_\_

**All students, turning in a Housing Modification form and/or requesting room change must sign/print name below.**

Please email this completed form to housing at [housing@northwestu.edu](mailto:housing@northwestu.edu).

**Resident Signature (or print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Notes:  THD  CS Done  Late  CA  Room Fee Status updated:  Yes  No  
AC Notes:  Approved  Denied  Student emailed  AC Initial & Date: \_\_\_\_\_