

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 eighth 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: _____

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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?

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.

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: _____