

Room Change Request Form



In order to be considered for a room/roommate change, you must have completed the below steps:

Step 1: Talk with your roommate about existing conflict and disagreements.

Step 2: Complete a Roommate Success Plan with your roommate if conflict continues. Roommate Success Plans can be requested through your RA or AC.

Step 3: If the conflict is still unresolved, **talk with your RA**. Your RA may setup a meeting with you and your roommate to mediate conflict to try to reach resolution and will ensure you've completed a Roommate Success Plan.

Step 4: Meet with your AC if conflict continues and you'd like help managing the conflict or would like to be considered for a room/roommate change. Your AC will confirm you've completed the above steps before moving on.

Step 5: If you are requesting a different room/roommate, you must **meet with your future roommate** to discuss your living preferences in an effort to ensure this is a smart decision and good roommate pairing. The topics to discuss are listed on the next page, in the top section.

Step 6: Get the necessary signatures to submit this request and then submit it to Housing.

Use this form as an indication that you are desiring to change your housing placement. Please email this completed form to housing at housing@northwestu.edu or bring it into the Student Development Office, located in the Pecota Student Center.

Name: _____	ID #: P000 _____	Floor: _____
Email: _____	@northwestu.edu	Room/Apt #: _____

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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Please initial the following, indicating that you and your new (potential) roommate have discussed your:

_____ Communication practices and expectations.

_____ Sleep habits.

_____ Study preferences.

_____ Shared spaces and personal item use.

_____ Cleaning practices and expectations.

_____ Visitors and guests expectations.

Please initial for the following:

_____ I have read and understand the room/roommate change policy.

_____ I understand that filling out this form does not guarantee approval.

_____ I understand that I must be a registered student to request a room/roommate change.

_____ I have spoken with my RA about potential issues and/or concerns and done my part to bring reconciliation to the situation.

_____ I have met and spoken with my AC to receive advice about potentially changing rooms/roommates.

Required Signatures:

Future Roommate(s) Name: _____

Future Roommate(s) Signature: _____

Current RA Signature: _____

Future RA Signature: _____

Current AC Signature: _____

Resident (requesting change) Signature: _____ Date: _____

AC Notes: Approved Denied Pending