



# Room Change Request Form

We know adjusting to residence is different for everyone and can be challenging. The residence experience, meeting new people, sharing living space, negotiating roommate agreements, is an opportunity for learning and growth interpersonally.

Room change requests are not guaranteed to be approved. Requests are considered based on availability of space and the needs of the students involved. No room changes will occur in the first and last 3 weeks of each term. Any price difference with the housing change and meal plan will be applied to the student account.

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Date: \_\_\_\_\_ Current assignment: \_\_\_\_\_

Students interested in changing rooms must attach a document to this form answering the following questions:

1. Why do you want to move?
2. In what ways have you tried to resolve your roommate situation, if applicable?
3. What have you communicated to your Community Advisor and your roommate(s)?
4. What are you looking for in a new housing assignment?

Send this form and attached document to [residence@stfx.ca](mailto:residence@stfx.ca) or drop it off at the Housing office in Morrison Hall.

The information that you use to complete the Room Change Request Form will be shared with the Residence Life Coordinator (RLC) for your building and the Manager of University Housing. Your RLC may request a meeting with you to discuss your request. Allow 2-3 days for the request to be reviewed. The RLC or Manager of University Housing will email you with the outcome of the request.

Housing preference: \_\_\_\_\_

Roommate(s) name: \_\_\_\_\_

Office use only:

Reviewed by:  RLC  Manager, University Housing

Effective Date: \_\_\_\_\_

Waitlist

New assignment: \_\_\_\_\_

Additional Fees applicable

Resident's Initials: