

REQUEST FOR SUITE/ROOM CHANGE

Please complete and return this form in person to the Housing and Residence Life Office

Suite Change Fee: \$75.00
Bedroom Change Fee: \$25.00

NAME: _____

STUDENT ID #: _____

EMAIL: _____

PHONE #: _____

CURRENT SUITE

BUILDING: Neyoh or Keyoh **WING:** North or South **SUITE: #** _____ **BEDROOM:** 1 2 3 4

Student's reason for request:

REQUESTED SUITE

BUILDING: Neyoh or Keyoh **WING:** North or South **SUITE: #** _____ **BEDROOM:** 1 2 3 4

Reason for requested suite, if applicable

Requested Suite Roommate approval, if applicable:

Name: _____ Name: _____ Name: _____

Signature: _____ Signature: _____ Signature: _____

Signature of Student

Date: DD / MM / YY

Office Use Only

APPROVED BY: _____

Room Inspection Date: _____

Inspection Results: _____ \$ _____ HDAM

_____ \$ _____ RCLN

_____ \$ _____ RGRB

_____ RCHG Fee: \$ _____

_____ Update TS1000

_____ Update Banner Suite/Bedroom Information (SWARASG)

_____ Update Room Assignment Spreadsheet

ROOM CHANGE PROCEDURES

Making a Room Change Request

UNBC Housing and Residence Life places students together based on the information provided to them on a student's housing application. It is extremely important to complete your housing application yourself and to do so truthfully. While we do our best to accommodate all specific requests, they are not guaranteed because of the volume of requests and our limited space. Understanding that occasionally roommates that have been placed together may not always get along, Room Change Requests can be submitted after the 3rd week of each semester. If your change request is motivated by a roommate conflict, it is expected that you will follow the Roommate Mediation Process. Room changes are limited and are typically only considered if one's physical safety or security has been threatened or if your current living environment does not meet your physical or personal needs. Please note that room change requests are considered a last resort and are only granted under extraneous circumstances. A request will likely not be approved based on reasons of convenience or preference for a particular building or suite. If you are requesting a room change, please review the following Room Change Request Process.

Room Change Request Process

1. Complete a Request for Room Change form (available in the Housing Office)
2. Return the form to the Housing office. The Housing Office will want to discuss reasons for your room change request.
3. Once your room change has been approved, you will receive an email to your UNBC email stating the outcome of your request and resulting Room Allocation Change, if applicable.
4. If/when room change is approved, you will have 48 Hours to complete the room change and come to the Housing Office to update your student ID card access.
5. Your previous suite/bedroom will be inspected for damage and cleanliness. It is your responsibility to report any damage when it occurs and return the room to 'Move-in Condition'.
6. After your room change is completed, the suite change fee of \$75.00 or the bedroom change fee of \$25.00 will be charged to your student account. All payments can be made at the Cashier's Office on campus.

Residents who wish to change bedrooms within a suite must also complete a Request for Room Change Form. Please note that there is a \$25.00 processing fee for changing bedrooms. It is prohibited for students to enter or occupy a space in residence that is not assigned to them.

Requests of Change from Housing and Residence Life

As stated in the License Agreement (www.unbc.ca/housing/license-agreement), Housing and Residence Life does reserve the right to change a student's room allocation under the following conditions:

- The change is part of a sanction resulting from a student conduct issue and a meeting with the RLC
- The resident is being disruptive to their current area or community
- The current area is detrimental to the well-being and/or success of the individual

If Housing and Residence Life does require a student to relocate based on the above criteria, the student will be required to return their current accommodation to 'Move-In Condition', complete the move within the allotted time specified by Housing and Residence Life (usually 48 hours), but will be absolved of the \$75.00 room change fee. A new Move In Condition Checklist will also need to be completed. Such requests are usually made sparingly, as Housing and Residence Life recognizes the inconvenience a change can cause. We appreciate the cooperation of all students involved when such a request is made.