



## 2019-2020 ROOMMATE/ROOM CHANGE REQUEST FORM

### Office Use Only:

Date & Time Received: \_\_\_\_\_

Approved: ☐

Denied: ☐

Date & Time Approved/Denied: \_\_\_\_\_

Final Assignment: \_\_\_\_\_

*The Office of Residence Life will allow room changes to begin 14 days after the first day of classes; prior to that time, no room changes are permitted. It is the responsibility of the student(s) who initiates the room change to inform his/her roommate that he/she would like to move. After the first room change in the academic year, there is a \$50.00 administrative charge for subsequent changes.*

*Room changes are based on resident eligibility and room type availability. Not all room changes will be approved.*

### Resident Information: Fill out all of the information needed for the room change.

Resident Name: \_\_\_\_\_

SLU ID: \_\_\_\_\_

Gender: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Why are you requesting a room change?: \_\_\_\_\_

### Room Change Type: Fill out the information below for the room change type that you are requesting.

**Room Change-** A room change is when a resident wants to move into a different building, hall, or room.

Provide your top 3 choices for a room change.

1.) Building/Hall: \_\_\_\_\_

Room Type: \_\_\_\_\_

2.) Building/Hall: \_\_\_\_\_

Room Type: \_\_\_\_\_

3.) Building/Hall: \_\_\_\_\_

Room Type: \_\_\_\_\_

I am willing to move anywhere: Yes ☐ No ☐

**Room/Roommate Request-** A room/roommate request is when a resident wants to move into a specific room and/or a room with an available empty bed space with a preferred roommate.

Requested Roommate's Name: \_\_\_\_\_ Preferred Room: \_\_\_\_\_

*I understand that students who transfer rooms without written approval of the Office of Residence Life may be required to move back to their original rooms, and a \$75.00 fine, in addition to an administrative charge and/or disciplinary action, will occur. Detailed information can be found in the "Guide to Residence Living" found in the Campus Life Handbook.*

*If I am approved for a room change, I understand that I must properly check out of my current assignment. If I fail to do so, I will be assessed a fine that may include damage fees, key charges, and/or cleaning costs. I understand I must obtain my RA signature prior to submitting this Room Change Request Form to the Office of Residence Life.*

*I verify that I have spoken to my roommate(s) about the possibility that I may be switching rooms.*

Resident Signature: \_\_\_\_\_

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

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

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

## Room and Board Rates

2019-2020

Upperclassman Housing	Semester Rent	w/ Unlimited Meal Plan	w/ 10 Meal Plan	w/ 5 Meal Plan
		\$2,625.00	\$1,750.00	\$880.00
Apt. 1-2 Double Room with Kitchen	\$4,560.00	\$7,185.00	\$6,310.00	\$5,440.00
Apt. 1-2 Double Room with Kitchenette	\$3,770.00	\$6,395.00	\$5,520.00	\$4,650.00
Apt. 1-2 Hallway Double with Kitchenette	\$3,300.00	\$5,925.00	\$5,050.00	\$4,180.00
Apt. 1-2 Single with Kitchenette	\$4,100.00	\$6,725.00	\$5,850.00	\$4,980.00
Apt. 1-4 Single with Kitchen	\$4,935.00	\$7,560.00	\$6,685.00	\$5,815.00
Buildings #5 & #6 Apt Double	\$3,480.00	\$6,105.00		
Buildings #5 & #6 Apt Single	\$3,740.00	\$6,365.00		
Roderick Physical Single	\$3,600.00	\$6,225.00		
East Campus Apartments	\$4,030.00	\$6,655.00	\$5,780.00	\$4,910.00
<b>First-Year Housing</b>				
Alumni Double Room	\$3,300.00	\$5,925.00		
Benoit/Henderson Physical Single	\$3,615.00	\$6,240.00		
Benoit/Henderson Double	\$3,000.00	\$5,625.00		
Benoit/Henderson Triple	\$3,000.00	\$5,625.00		
Benoit/Henderson Quad Room	\$3,000.00	\$5,625.00		
Marmion/Snyder Physical Single	\$3,600.00	\$6,225.00		
Marmion/Snyder Double Room	\$3,000.00	\$5,625.00		
Snyder Garden Level Triple	\$3,000.00	\$5,625.00		
Snyder Garden Level Double	\$3,300.00	\$5,925.00		

(Please note that all blacked out areas indicate meal plans that are not available per area)

### Policies Regarding Meal Plans:

- All First Year Areas (Marmion, Snyder, Benoit, Henderson, and Alumni Halls) are required to have the Unlimited Meal Plan.
- Upper Class Apartment Buildings 5, 6, and Roderick are required to have the Unlimited Meal Plan.
- Upper Class Apartment Buildings 1,2,3,4 are required to have either the 5 Meal Plan, 10 Meal Plan, or the Unlimited Meal Plan.
- East Campus Apartments are considered Upper Class Apartments and have the option of choosing any meal plan or no meal plan.

If special accommodations are needed please contact the office of Accessibility Services:

adaoffice@saintleo.edu

P: (352) 588-8464

Fax: (352) 588-8605

Kirk Hall first floor room 121

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