

**BRYN ATHYN COLLEGE**  
**DEPARTMENT OF RESIDENCE LIFE**

**ROOM CHANGE REQUEST FORM**

*Your Information*

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

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

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

*Current Housing Assignment*

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Do you have a single room?      Yes      No

If no, please provide your roommate's name: \_\_\_\_\_

Please briefly describe your reason for requesting a room change (use back of form if needed):

Have you gone through the mediation process with your RA?

Yes      No

RA's name: \_\_\_\_\_

*Move Request Information*

*(Do you have a specific request for where to move or not?)*

I know where I would like to move (please provide as much information as you can in this section)

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Is this a single room?    Yes      No

If no, please provide potential roommate's name: \_\_\_\_\_

Have you addressed this with your potential new roommate?    Yes      No

I do not have a specific request for a new housing assignment

*Please submit this form to your current residence manager via campus mail. Summer requests should be sent to the director of residence life:*

*Abraham Joseph – Childs Hall & Brock Hall, Box 717 Pendleton Hall*

*Bri Kern – Grant Hall, Box 717 Pendleton Hall*

*Jenny Lucas\* – Women's Suites & Cottages, Box 717 Pendleton Hall*

*\*Direct summer requests here.*