



UNIVERSITY OF LETHBRIDGE  
HOUSING SERVICES

# ROOM CHANGE REQUEST

Student Name:

Student ID#:

Current Room Number:

Phone Number:

Current Room Type:

Requested Semester:

Room Type Requested: (Rank 3 Choices)

Room / Suite Preference:

1.

2.

3.

Roommate Preference (1):

Roommate Preference (2):

Roommate Preference (3):

Roommate Preference (4):

Roommate Preference (5):

Please accept this as my official request to be reassigned to a different room or suite. I understand my student account will be charged a **\$50.00 non-refundable fee once my room change has been approved.**

REASON FOR THIS REQUEST:

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I have spoken with the following:

My Roommates

My RA

My VP

RLEC

MGMT TEAM

Do you want to reside in an alcohol-free environment?

Yes

No

Doesn't Matter

Activity Level: **Low**

(1)

(2)

(3)

(4)

(5)

**High**

Gender: **Male**

**Female**

Age:

Year of Studies:

Semesters in Residence:

Date:

Student Signature:

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

ROOM CHANGE:            APPROVED            DECLINED            PENDING

REASON: \_\_\_\_\_

RA ADVISED:    Yes    No    Student Advised:    Yes    No

STUDENT RESPONSE: ACCEPTED            DECLINED

Captured 50.00 in Banner

Blakiston Intercom

New Roommates Notified

New Room added in Genetec

New RA Notified

New Inspection Sheet

Old RA Notified

Linen (International Students Only)

Check New Inspection IN (New Room)

Uncheck Insp Sheet in for Old Room

Security Notified

Communication Manager (Intercom – KH / PH Only)

List Serv Updated

Old Room removed in Genetec

Cash Office Notified –  
(Rm Rate / Dining Plan Changes)

StarRez (Check-in-'In Room')  
Notify OLD Roommates

StarRez ('Reserved'-New Room)

Clean & Insp Sheet to Field Team

Staff Signature:

Date Completed:

**RLEC USE ONLY:**

Date Completed: