

DOUBLE SINGLE ROOM REQUEST

NAME _____ HALL _____ ROOM _____

APPLYING FOR A DOUBLE/SINGLE BEGINNING: SEMESTER _____ YEAR _____

1. Double/singles can only be guaranteed for one semester at a time. However, your signature below indicates your willingness to pay the associated fee for the following semester in the event your room remains a double/single for the entire year. It is your responsibility to inform your Resident Director if you wish to have a roommate at the beginning of a new semester.
2. No specific room can be guaranteed.
3. The double/single room fee is an additional \$400/semester for every hall except Hartzfeld, which costs \$450/semester, which will be charged to your student account once final residence hall occupancy can be determined and double/single awarded.
4. All policies that apply to living in the residence halls also apply to double/single rooms. This includes policies regarding off campus guests and pets. Refusal to comply with these rules may result in the termination of this request as well as other actions deemed necessary by the RA, RD, or the Office of Residence Life.

PRIORITY POINTS

1. Enter the number of semesters you have lived on campus: _____
2. Enter the number of semesters you have lived in your current residence hall: _____
3. During the semester you are applying for, your class standing will be: _____

FR = 1 point, **SO** = 2 points, **JR** = 3 points, **SR** = 4 points

TOTAL POINTS _____

My signature indicates I have read and understand the terms listed above. The information provided is accurate.

SIGNATURE _____ **DATE** _____

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YES I have been awarded a double/single for the current semester. I realize my account will be charged the additional fee for the current semester as well as the subsequent semester, if occupancy allows. _____ Student Initials

NO I have been offered a double/single room for the current semester but choose not to avail myself of that option. I understand I may be asked to consolidate with another resident in my hall for the semester or, I will accept a roommate at anytime during the semester. In that event, my room will be clean and ready to accept a roommate. If I fail to cooperate with Residence Life staff, my account will be charged the fee for a double/single room. _____ Student Initials

STAFF SIGNATURE _____ **DATE** _____