Housing and Residential Life

Office use only:	
Class Standing ____	Credits ____
☐ Final Plan	☐ Preliminary Plan

Room Change Request Form
Housing Selection 2012-2013

The *Room Change Request Form* is provided to students who have selected a room during housing selection, but would like to move to a different dorm/room. Completed forms will be processed according to the priority system found in the *Marlboro College Bylaws, Article* VIII, C. All students who complete sections A and B below will be included in the process. If you are requesting a multiple-person room, please also complete section C on the reverse side of this form. **This form must be returned by November 30, 2012 for consideration.** The review of requests will begin the first week of December.

Students residing in the following housing are required to be on meal plan: All the Way, Half-Way, Happy Valley, Hendricks House, Howland, Marlboro Gardens, Random North, Random South and Schrader.

Once a re-assignment has been offered and accepted, it cannot be turned down for any reason. Notification of your new assignment will be sent to you via your Marlboro College e-mail address. All room switches must be completed prior to leaving campus for winter break, no later than Thursday, December 13th. Please coordinate your moving schedule with the current occupant of the space you are moving into.

Section A – Student Information

Please Print:

Last Name: _____ First Name: _____

Cell Phone: ( ) _____ Marlboro E-Mail: _____@marlboro.edu

Fall Housing Assignment: _____
Building & Room #

Section B – Room Request*

Please rank order your preference(s)*: _____ Single _____ Double _____Triple

Please rank-order your location preference(s)*:

Dorms

___ All the Way ___ Half Way ___ Happy Valley ___ Hendricks ___ Howland East

___ Howland West ___ Marlboro Gardens ___ Marlboro North ___ Random North ___ Random South

___ Schrader

Group Housing

___ Out of the Way ___ Cottage/Cabin/Etc. (please list): _____

Return completed form by November 30, 2012 to:

Jodi Clark
Director of Housing and Residential Life
Marlboro College
Marlboro, VT 05344-0300

** ONLY list options that you want to move to. If you have specific rooms in mind, please write them in rank order on the back of this sheet in Section D.*

Student's Signature: _____ **Date:** _____

Section C – Roommate(s) Request (Optional)

Please list your preferred roommate(s). You must have each potential roommate send a confirmation email to housing@marlboro.edu from their Marlboro email address in order for the request to be considered:

1. _____ Name (PRINT)
2. _____ Name (PRINT)
3. _____ Name (PRINT)

Section D – Itemized Room Preferences (Optional)

Please rank order your preferred room locations, being as specific to general as needed:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

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