

***ROOM CHANGE REQUEST***

Name \_\_\_\_\_ Date \_\_\_\_\_

School/Dept. \_\_\_\_\_ NetID \_\_\_\_\_

Building & Room # \_\_\_\_\_ Room Type \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

I would like to transfer to

- |  |  |
|--|--|
| <input type="checkbox"/> Helen Hadley Hall | <input type="checkbox"/> 68 Mansfield    |
| <input type="checkbox"/> 272 Elm           | <input type="checkbox"/> Esplanade Apts  |
| <input type="checkbox"/> 276 Prospect      | <input type="checkbox"/> Mansfield Apts  |
| <input type="checkbox"/> 254 Prospect      | <input type="checkbox"/> Whitehall Apts  |
| <input type="checkbox"/> ES Harkness Hall  | <input type="checkbox"/> York Crown Apts |
| <input type="checkbox"/> Baker Hall        |  |

with a preferred room type of \_\_\_\_\_ for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

There is an \$250 transfer fee charged for all room transfers.

I understand these conditions and agree to pay the fee stated above.

\_\_\_\_\_

Signature

\*\*\*\*\*

**Disposition of Request:**

Received by Yale Housing Office: \_\_\_\_\_

Transferred to \_\_\_\_\_ room # \_\_\_\_\_ room type \_\_\_\_\_ on \_\_\_\_\_

Transfer fee applied to SFAS Account? \_\_\_\_\_

**Approved by:** \_\_\_\_\_

Yale Housing Office