



*Office use only:*

Class Standing \_\_\_\_\_ Credits \_\_\_\_\_

Final Plan       Preliminary Plan

**Marlboro College Housing and Residential Life**

**Room Change Request Form  
Housing Selection 2017-2018**

*Information in this section must be completed and signed off on before form is considered complete and eligible for consideration. Moving before forms are completed and approved will result in a fine of \$100. Relocation without completing this process may also result in housing probation, Community Court, or a revocation of the move.*

*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.*

*There are no room changes during the first two weeks of each semester. The first applicable dates for this form are September 11, 2017 for fall semester and January 29, 2018 for spring semester.*

*Please collect the following signatures in order.  
No signature will be given without all previous signatures.*

<b>Step 1</b>	<b>Talk with your RA about your move to determine the best course of action</b>	Current RA Signature:
<b>Step 2</b>	<b>Obtain room change approval from Director of Housing and Residential Life</b>	Director Signature:
<b>Step 3</b>	<b>Complete a Room Condition Inventory (RCI) form for your old room</b>	Current RA Signature:
<b>Step 4</b>	<b>Return your old key and get a new key</b>	Plant Ops Signature:
<b>Step 5</b>	<b>Complete a Room Condition Inventory (RCI) form for your new room</b>	New RA Signature:
<b>Step 6</b>	<b>Pay a cleaning fee or damage fees for old room, if applicable</b>	Plant Ops Signature:

**Section A: Student Information**

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

Email: \_\_\_\_\_@marlboro.edu

Marlboro College Campus Mailbox # \_\_\_\_\_

*Return completed form to:*

Sara Jane Muratori, Director of Housing and Residential Life

PO Box A Marlboro College Marlboro, VT 05344-0300

(Form can be placed in Sara Jane's mailbox in Mather during business hours)

**Section B: Room Request\***

If you have a specific building and/or room in mind, please write it here: \*

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\*Since that specific space may not be available, please fill out the area below as well. Thanks!

Please rank order your preference(s): \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Triple

Please rank-order your location preference(s) and include a room number if you have one:

\_\_\_\_\_ All the Way \_\_\_\_\_ Half Way \_\_\_\_\_ Happy Valley \_\_\_\_\_ Hendricks

\_\_\_\_\_ Howland East \_\_\_\_\_ Howland West \_\_\_\_\_ Random North \_\_\_\_\_ Random South \_\_\_\_\_ Schrader

\_\_\_\_\_ Group Housing (Cabin/Cottage; Red House; Whittemore House; Out of the Way).

Please list specific group housing location:

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 building/room. Completed forms will be processed according to the priority system found in the *Marlboro College Bylaws, Article VIII, C*. If you are applying to move into a double or triple that is currently empty, please make note of item 9 in your housing contract: "a student occupying a room with space available recognizes the college's right to assign a new roommate at any time during the academic year."

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

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***Return completed form to:***

Sara Jane Muratori, Director of Housing and Residential Life

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