ROOM CHANGE INSTRUCTIONS

If you want to move rooms or have someone live with you for the Fall 2015 semester, now is your chance!

“PULL-IN”: If you have an empty bed in your room you can ask another resident to move in with you.
- Have your new roommate submit a Room Change Form to the Housing Office.
- Get an approval email from the Housing Office prior to moving. *The student moving in to the room will be required to pay the room rate that corresponds with their new room (pro-rated).

Form submission deadline: September 10-23 (no exceptions!)
Moving dates: September 10-23

“NEW ROOM”: If you want to move into a different room but do not have one in mind, come to the Housing Office to find an empty bed (with a compatible roommate).
- Search the list of new rooms in the Housing Office to decide which room you are interested in.
- Meet with the current resident(s) of that room to see if you would be compatible roommates.
- Submit a Room Change Form to the Housing Office. (First come, first served.)
- Get an approval email from the Housing Office prior to moving. *You will be required to pay the room rate that corresponds with your new room (pro-rated).

Form submission deadline: September 14-23 (no exceptions!)
Moving dates: September 14-23

Some things to be aware of:
- *COST: Students moving in to different rooms must pay the rate corresponding with their new room. The rate will be pro-rated for the Fall 2015 semester, so if your new room costs more, you will have a charge on your Student Account that must be paid this semester. All Residence Hall residents must have a minimum 10 Meal Plan. (See Accounting for required payment dates on your new room charges.)
- APARTMENTS RESTRICTION: Apartments are for students age 20+.
- SAME BUILDING PRIORITY: Apartment residents do not get same building priority during Housing Selection for the 2016-2017 school year. Instead, they choose an apartment or room from what is available at their selection time during Housing Selection.
- SWAPPING ROOMS: Students in full rooms may request to “swap rooms” with other students in full rooms. All residents of the rooms must agree to make the change, and each student will be billed for the pro-rated cost of the new room rate. You need to request permission in advance from the Housing Office. Each request will be reviewed by the Housing Office and determined on a case by case basis.
- ONE REQUEST: Only one room change is allowed per person during the Fall Room Change period. There will be another chance to change rooms in mid-February for Spring semester.

Help yourself avoid fines:
- NEED PROPER APPROVAL: All moves must be approved by the Housing Department PRIOR to moving items into your new room. Anyone who moves prior to approval will be fined a minimum of $50 for Improper Check-Out and may be required to move back to their original room assignment.
- 48 HOURS TO MOVE: Students will have 48 hours to Check-in to their new room at the Housing Office, move their belongings, and Check-out of their old room at the Housing Office. Students failing to complete Check-in or Check-out steps will be fined a minimum of $50 for Improper Check-Out or Improper Check-in.
- REKEY CHARGE IF IMPROPER CHECK-OUT: A $55 rekey charge may be billed to your account if you fail to return your original room key to the Housing Office at your checkout appointment (see “48 hours to move” above).

Housing Office (Student Services Building) 9:00am-4:30pm Mon-Fri.
undergrad.housing@biola.edu | 562-903-6000 x5838 | BiolaHousing.com
### ROOM CHANGE APPLICATION

**Fall 2023 Room Change Period: September 10-23**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Name (printed):</td>
<td>Your Name</td>
</tr>
<tr>
<td>My Phone #:</td>
<td>Your Phone Number</td>
</tr>
<tr>
<td>My ID #:</td>
<td>Your ID Number</td>
</tr>
<tr>
<td>My Current Hall:</td>
<td>Your Current Hall Name</td>
</tr>
<tr>
<td>My Current Room #:</td>
<td>Your Current Room Number</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Your Date of Birth</td>
</tr>
<tr>
<td>My Room Type:</td>
<td>Your Room Type (e.g., Permanent Single)</td>
</tr>
</tbody>
</table>

**I AM REQUESTING:**

- [ ] Pull-in to other room
- [ ] New room (from the list of available rooms)
- [ ] Room Swap

**Room Type:**

- Permanent Single
- Double
- Designated Triple
- Permanent Triple
- 1Br/2pp Apt
- 1Br/3pp Apt
- 2Br/4pp Apt

This room: □ Currently has an empty bed □ Someone else is moving out now so there will be empty bed □ Is a Room Swap

If you are requesting an Apartment, are you Apartment eligible (age 20+)? [ ] Yes [ ] No

Your signature, agreeing to pay the new room rate for your new room (pro-rated):

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**MY CURRENT ROOMMATE(S):**

- Roommate #1 Printed Name: [ ]
- Roommate #2 Printed Name: [ ]
- Roommate #3 Printed Name: [ ]

If a roommate has concerns about you moving, they should contact undergrad.housing@biola.edu immediately.

**MY FUTURE ROOMMATE(S):**

- Roommate #1 Printed Name: [ ]
- Roommate #2 Printed Name: [ ]
- Roommate #3 Printed Name: [ ]

Note to Future Roommates: Any student may be moved into your room if there is an empty bed available unless the Housing Office believes it could be unhealthy for the students involved. This student is preapproved to move in to your room. Your signature indicates you are aware this student is interested in moving in with you—not that they are receiving your permission to move in. Please make an effort to make this student feel welcome. It is not appropriate for you to attempt to block the student from moving into your room, and if you do so, you may be fined and/or referred for disciplinary action. If you have concerns about this new roommate, you should contact undergrad.housing@biola.edu immediately.

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Completed forms are due in the Housing Office, at the latest, by 3pm, September 23. You will receive an email confirmation from the Housing Office within a few days notifying you of approval to move. You may not move prior to receiving an approval email. Once you are approved, visit the Housing Office for your new key and Room Condition Forms. You will have 48 hours to move your belongings and return your old key to the Housing Office. Improper checkout/check-in fines will apply if you do not comply with these guidelines. All Residence Hall residents must have a minimum 10 Meal Plan.

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**FOR OFFICE USE ONLY:**

- Domino or Room Swap with:
  - [ ] Reviewed Application w/Student
  - [ ] Student Care Clearance: YES NO
  - [ ] Apt Eligible: YES NO
  - [ ] Added to Doc
  - [ ] Updated Doc

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1) FORM REVIEW | Date Form Received: | [ ] Reviewed Application w/Student
| Group #: | Student Care Clearance: YES NO |
| 2) APPROVAL/NOTIFICATION | Approved: YES NO |
| Notified: | Student |
| Current Roommate: | Future Roommate |
| Current RD/RC: | Future RD/RC |
| 3) CHECK-IN | Date Student checked-in: |
| [ ] Logged Old Key # | [ ] Changed student in THD |
| [ ] Input New key #: YES NO |
| [ ] Got New Key & RCFs |
| 4) CHECK-OUT | [ ] Student Returned Old Key/RCFs |
| [ ] Logged Key & RCFs Return |

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