

# SPRING HOUSING CONFIRMATION FORM

I \_\_\_\_\_ am returning to Avila University for the Spring Semester and would like to request the following Housing accommodations:

\_\_\_\_\_ I am requesting the same room with the same roommate.

\_\_\_\_\_ I am requesting the same room with a different roommate (listed below)\*

\_\_\_\_\_

\_\_\_\_\_ I would like to change to a different room and/or building (listed below)\*

\_\_\_\_\_

\_\_\_\_\_ I would like a single room\*\*

\*All students who wish to make a room change **MUST** pick up a Room Change Form from the building Residence Director. Both forms must be returned to the Office of Student Life by Friday, December 1, 2006. Requests for changes will be made based upon the date forms are turned in to the Student Life Office and Residence Life policy.

\*\*Single room application forms are available in the Student Life Office. **FOR THE SPRING 2007 Semester:** Limited single rooms will be available. Singles awarded will be based on availability and the Single Room point system.

NOTE: If you will be continuing as a student at Avila University, but do not intend to remain in the residence halls, you must apply for approval to cancel your residence hall contract. **Residence hall contracts are for the full academic year.**

**A student who leaves housing without approval to cancel their contract will be charged the full room and board rate for the Spring Semester.**

Signature: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_

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I \_\_\_\_\_ will not be returning to Avila University for the spring semester.

Signature: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please turn in this form to Student Life (Marian Centre) along with any other documentation by Friday, December 1, 2006. Please complete the form before leaving for break!