

ROOM SWITCH APPLICATION FORM

Residence assignments are based on a student development model and available space. Residence and Housing strives to ensure that, where possible, students are assigned to a room that will benefit their academic, social and personal endeavours within the requirements of the contract and assignment policy.

ROOM SWAP:

For the safety of all residents and our emergency procedures, we need to ensure an accurate record of whom is in each room.

- If you want to switch rooms with another resident: please ensure that you each submit the form, and receive approval before moving.
- Residents who swap without approval will result in a community standards review and may be required to move back to their original placement.
- Once approved and processed, you will each receive an email with a date to come to the office and arrange for the return of the keys signed out to you and for new keys to be issued.
- If you waive the cleaning that is normally done by our cleaning staff between occupancy, no processing fee will be charged.

ROOM SWITCH:

Requests are only considered **after the third week of the term**, (other than Priority 1 requests). This is to give residents the opportunity to arrive and adjust to their new community.

Submission of the form does not guarantee that your room switch application will be approved.

- Applications are based on availability and the priority of the request:
 - Priority 1: Medical or Safety** requests with documented and proven medical or safety needs
 - Priority 2: Comfort:** where residents are experiencing distress or suffering due to the current community environment*. (ex. Noise or Meal Plan)
 - Priority 3:** All other requests

***Please ensure that you are talking to your Community Advisor (CA) regarding issues that are related to comfort and distress. We want to ensure the best possible environment for the success of all our residents.**

In addition, please note the following:

- Room changes to different buildings or accommodation types may result in different billing.
- If you are offered a room change to a townhouse you will not be given information about your new roommates or a chance to meet them due to privacy policies that protect student rights.

IF AND ONCE A ROOM SWITCH IS APPROVED:

1. You will be contacted by email with a deadline to accept the room switch
2. Once you accept the room switch, you will be sent a date to pick up your keys and will have until 8 am the following morning to complete your room switch
3. Your student account will be charged a \$50 processing fee.

TO BE FILLED OUT BY THE RESIDENT:

Residence Admin. Bldg. A1001
8888 University Drive, Burnaby, BC
Canada V5A 1S6

TEL 778.782.4201
FAX 778.782.5903

housing@sfu.ca
www.sfu.ca/students/residences

Student Name: _____

Email Address: _____

Student Number: _____

Contact Telephone #: _____

Current Building: _____

Current Room #: _____

Requested room / area: _____

SELECT ONE OF THE FOLLOWING:

- ☐ **Priority 1: Medical or Safety** Documentation is required for medical requests
- ☐ **Priority 2: Comfort:** where residents are experiencing distress or suffering due to the current community environment*. (ex. Noise or Meal Plan)
- ☐ I have discussed comfort concerns such as noise or environment with my Community Advisor
- ☐ **Priority 3:** All other requests

Tell us the reason for your request:

Assignments Office Only:

Communication to Residence Life: (as applicable): _____

Approved: _____ Date: _____

Email student: Y / N

Adjust charges: Y/N/ NA

\$50 fee applied: Y/N

Email to outgoing and incoming CA: _____

Email to roommates (townhouse): _____