



Florida A&M University

Florida A&M University Office of University Housing Housing Assignment Change Request Form

A room change date is established at the start of each semester following the close of registration. During this time period residents may request room changes at no financial penalty. If approved, the move must take place within 48 hours of approval. The room change form is available online or from the main housing office. **Residents must understand this is only a request and will be honored at the discretion of the housing department staff and the availability of spaces.**

Any room transfer requests that are received after the initial room transfer period will be charged a \$30.00 administrative fee. Residents who do not follow these procedures may have their requests for a room transfer denied. Residents who transfer rooms without written approval of the Office of Housing will be required to move back to their original room and may receive a \$75.00 fine in addition to the administrative charge and/or disciplinary action will occur. End-of-the-semester room transfers must be completed BEFORE the students leave for the semester break. If this is not done, the request for a room transfer will be denied. Residents may also be reassigned as a result of a judicial sanction.

Last Name _____ First Name _____

University ID# _____ E-mail _____

Home Phone Number _____ Cell Phone Number _____

Current Facility and Room Number _____

Requested Facility and Room Number _____

I am requesting a change to my housing assignment for the Fall ____ Spring ____ Summer ____ housing agreement period. I agree to pay any difference in rent that may be incurred by changing rooms. **I understand that there is a \$30.00 fee for room transfers. (This fee is waived during the housing room transfer period.)**

Student Signature _____ Date: _____

Reason for request (please continue on the back if necessary):

For Official Use Only Assignment Staff

Approved [] Disapproved []

Assignment Staff Signature _____ Date: _____

Fee Assessed: _____

New Assignment: _____

Submit completed form to: Florida A&M University Housing Office or fax to (850) 561-2620.