



JCU HALLS OF RESIDENCE

ROOM CHANGE APPLICATION

Name: _____

Hall: _____

Present Room: _____ Room / Hall Requested: _____

Reason: _____

- Room Change Applications are subject to approval and availability.
- Endorsements / recommendations must be sought from the residents current RA and Senior RA, as well as the prospective RA or Senior RA for the area requested in the room change application.
- The resident will be notified by Halls Administration if and when the room change request is successful, and the resident must change rooms on the date specified by Administration.
- If a room change results in a room rate change (eg. self-catering to full board, non air-conditioned to air-conditioned room, or inter-Hall transfer), then the resident acknowledges and accepts that the room rate change will take affect from the date the keys of the new room are collected, or as otherwise agreed.
- Residents whose account is paid by a study abroad agent or sponsor should contact their agent/sponsor in regard to any fees payable as a result of the room change (if approved).
- If a room change application is successful, an administration fee of \$50.00 will apply for changes within the same Hall, or \$100.00 to transfer to another Hall.

- I have read and agree to the conditions outlined above.

Signature: _____ Date: _____

Room Change Endorsement:

Residential Assistant (of current floor / block)		RA or Senior RA (of proposed floor / block / Hall)		Senior RA (of current Hall)	
Comments: _____ _____ _____ _____		Comments: _____ _____ _____ _____		Comments: _____ _____ _____ _____	
Signature:	Date:	Signature:	Date:	Signature:	Date:
	/ /		/ /		/ /

Office Use Only			
Room change actioned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notified:
Room changed to:			Applicant <input type="checkbox"/>
Date of change:	/ /		Housekeeping <input type="checkbox"/>
			Residential Assistants <input type="checkbox"/>
			Accounts <input type="checkbox"/>
			Room Change Fee Charged <input type="checkbox"/>