Room Switch Request Form

We try to accommodate all students and their wish to change rooms. However, room switches are not guaranteed and are dependent on a variety of circumstances. All requests made will be reviewed by our Residence Life team and may require you to meet with one of our Residence Life Coordinators to discuss your request. Submission of the form does not guarantee that the move will be approved.

Room switches will not be approved within the first two weeks of the academic term, nor during the last two weeks of the term. Any differences in costs associated with the room switch will be automatically applied to your student account.

Preferred First Name: ____________________________
Last Name: ________________________________
Acadia Student Number: _________________________
Acadia Email: ________________________________
Current Residence Building: ____________________
Current Room Number: __________

Mark an “x” beside the situation that best describes your situation. You can mark more than one if more than one applies to your situation

I would like to request:

___ A new double room.

Please detail what building(s) you would like to live in: ____________________________.

___ If none are currently available, I would like to be put on a waitlist.

___ If none are currently available, I would not like to be put on a waitlist.

___ A new single room in a specific residence building.

Please detail what building(s) you would like to live in: ____________________________.

___ If none are currently available, I would like to be put on a waitlist.

___ If none are currently available, I would not like to be put on a waitlist.

Would you be comfortable accepting a deluxe single if a traditional single is not available?
Please note: price changes differ building to building. Yes ___ No ___.

*Note: In the event of a roommate conflict, methods to resolve the conflict must be attempted prior to room change requested being granted. Please see an RA or the Residence Life Coordinator.
Students interested in changing rooms must answer the following questions in as much detail as possible.

1. Why would you like to move out of your current room?

2. In what ways have you attempted to resolve the situation (if applicable)?
3. Have you been in communication with a Resident or Senior Resident Assistant in your building?
   Yes___ No____.

3a. If “Yes,” what have you told the Resident or Senior Resident Assistant about your desire to change rooms, and what was the outcome?

4. What sort of building atmosphere are you looking to have in a new residence building or room? What is appealing to you about the building preferences you listed on the first page?

Please drop this form off at the front desk of the Residence Life Office in the Student Union Building room 627.

The information you have used to complete this form will be shared with the Residence Life Coordinators as well as the director of Residence Life. Once you have dropped this form off, one of the Residence Life Coordinators will reach out to you via email to schedule a meeting to discuss your request. Once a meeting has taken place allow 2-3 days for the request to be reviewed. Once the request has been reviewed the Residence Life Coordinator will email you the outcome of the request and any necessary next steps you will need to take.