

INTERNATIONAL HOUSE

SPRING 2012 ROOM CHANGE PERIOD GUIDELINES

Over the past two weeks, we welcomed over 125 new residents and 450 returning residents to I-House for the Spring Semester. Once again, we are booked to our full capacity.

Now that we have verified each reservation, we are ready to begin the **Room Change Period** for those of you who are interested in changing your room location or switching rooms with another resident. Because we are at full capacity, the ability for you to change rooms will depend on others who are also interested in changing rooms.

In order to begin the process, please fill out and return the bright green Room Change Request Form. These can be picked up outside the Admissions Office and returned in person during regular office hours or placed in the Admissions Mailbox across the hall from our office. The information on this form will help us to determine if there is another resident seeking a room change whose current room may match your needs and vice versa.

Once we have identified potential options, we will provide you with a list of rooms that you can potentially move to. You will then need to talk with the current residents of these rooms to decide if switching rooms might suit both your needs. Once you have found a match, both residents will need to visit the Admissions Office together to discuss the planned Room Swap and complete the necessary paperwork to initiate the change.

Please note that there is a \$75 Room Change fee for each resident who is approved to move rooms.

All of our regular housing policies apply during this Room Change period. You must be eligible for the room type you are requesting to move to. In addition, you may not move into a Double Room with a person from the same country as you. In addition, all room changes **MUST** be arranged in advance and coordinated with the Admissions Office. Any residents who change rooms without permission to do so will be subject to an additional administrative fee and may be asked to return to their originally assigned room. Please refer to the Resident Handbook and the Terms and Conditions of your contract for more details.

Due to the lack of open spaces to work with, finding a great match for each request we receive will be difficult. We will do our very best to grant room changes if possible but cannot guarantee that a better option will be available.

All Room Change Request forms must be submitted by 4pm on February 6th. All room changes must be arranged with our office and completed no later than 4pm on Tuesday, February 21st. Please note that room changes for the Spring Semester will be limited to this Room Change Period. Room change requests will only be approved beyond this period in emergency situations after consultation with the Director of Admissions.

If you have any questions regarding this process or the options available, please don't hesitate to contact us.