



JOHN CABOT UNIVERSITY

Office of Housing and Residential Life Relocation Request Form

Per JCU policy, residence/room changes can only take place after the second week of classes. Residents must understand that this is only a request and is subject to the discretion of the Housing Office and the availability of spaces.

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 fine and/or disciplinary action will occur.

Because of variable residence rates, the price for a new assignment offered may be more expensive than that of your present assignment. You are responsible for payment of the higher rate for the new accommodation before the date of room change.

Last Name:

First Name:

Student Code #:

E-mail:

Current Residence and Room Number:

Requested Residence and/or Room Number:

I am requesting a change to my housing assignment for: Choose Semester

- I agree to pay any price difference incurred by changing my assignment.

Student Signature _____ **Date:** Select

Reason for request:

Submit completed form to: housing@johncabot.edu

For Office Use Only

Approved Denied

Housing Staff Signature _____ Date: Select

Housing Upgrade Charge: Yes No Other

New Assignment:

***Please note that if you are requesting a relocation for health reasons, you must also submit the official medical form found on the JCU website under Housing Rules and Policies.**