# Room Transfer Request Form (page 1 of 2)

## Terms and Conditions of Transfer of Room Assignment:

Transfer Applications will be accepted beginning on the first day of classes each term.

This form will not be processed if submitted before the first day of classes each term. Please note that applications are processed according to seniority and availability.

Submission of this application is **BINDING**. If you are authorized for a transfer, you agree to abide by the following terms and conditions:

1. If we are able to meet one of your choices, you must move within 24 hours. Failure to move will result in a $250 penalty that will be charged to your student account.
2. If you do not complete your move within 24 hours of signing your contract, the items in your old room will be considered trash and discarded. A cleaning fee of $250 will be charged to your student account.
3. You must pay the accrued, prorated balance for the space from which you transfer, from the first day of the contract period until the day the transfer becomes effective, or until all personal property is removed and the keys are returned, whichever is later.
4. You must pay the prorated term charge for the space into which you transfer, from the day the transfer becomes effective until the last day of the contract period.
5. You must check out from your old room properly.

Since you will be required to move if one of your preferences is met, we recommend that you note any special requirements regarding your Housing preferences in the comment box on page 2.

_all students are required to print and complete this form and have it signed by your AD and RA. Completed Transfer forms should be turned in to the Hartley Hospitality Desk. All fields on this form are required._

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>Year:</th>
<th>Room currently occupied:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>SEAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year</td>
<td>Junior</td>
<td>Senior</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columbia e-mail address (UNI):</th>
<th>Cell phone number:</th>
<th>I would like to be considered only for a single-sex floor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Room Transfer Request Form (page 2 of 2)

Please rank your preferred housing choices below:

1\textsuperscript{st}:

2\textsuperscript{nd}:

3\textsuperscript{rd}:

4\textsuperscript{th}:

5\textsuperscript{th}:

6\textsuperscript{th}:

7\textsuperscript{th}:

8\textsuperscript{th}:

9\textsuperscript{th}:

10\textsuperscript{th}:

11\textsuperscript{th}:

12\textsuperscript{th}:

Enter the name(s) of the person(s) with whom you would like to share a double or suite (separate names using commas):

Disability Housing Accommodation

If you wish to request accommodations on the basis of a disability, you must complete the Disability Housing Accommodations process in addition to completing this form. More information about the process, including required forms and guidelines for disability documentation are available online at health.columbia.edu/services/ods/housing. For further information, please contact Disability Services at 212.854.2388.

Enter any comments, additional information, or special requirements in the box below: (We will not move you unless we can meet ALL of the requirements you specify on this form; you may indicate limits on room size, direction of window, etc., but be advised that this will seriously limit our ability to move you.)

By signing below, you agree to abide by the Terms & Conditions above. You also agree to pay the new room rate for whatever room you are transferred to.

Signed (full name)  
Date:

Please have your AD and RA sign below, indicating their approval of your Transfer:

AD signature:  
Date:

RA signature:  
Date: