

**Room Swap Form - Please note that this form is two pages.**

**Terms and Conditions of Room Swaps:**

**Room Swap Applications will be accepted beginning at 12:00pm, Tuesday, September 2.**

In order to be eligible for a room swap, both students must have the same class standing. If the two students swapping are not the same gender, they may not swap if one student is in a double or on a single-sex floor. Additionally, both students must be enrolled full-time in Columbia College or SEAS. Swaps with Barnard students are not permitted.

All students are required to print and complete this form and have it signed by your AD and RA. Completed forms should be turned into 125 Wallach Hall. All fields on this form are required.

**First Student**

Last Name:	First Name:	PID:	Gender: M    F
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School: CC    SEAS	Year: Sophomore    Junior Senior	Room currently occupied:
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Your Campus phone number, extension 3-	Your Columbia e-mail address (UNI):	Your Cell Phone number:
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**Reason for Swap:**

  
  
  
  

**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.**

Sign your full name here: \_\_\_\_\_ Date: \_\_\_\_\_

**Please have your AD and RA sign below, indicating their approval for your Swap.**

AD signature here: \_\_\_\_\_ Date: \_\_\_\_\_

RA signature here: \_\_\_\_\_ Date: \_\_\_\_\_

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### Second Student

Last Name:	First Name:	PID:	Gender: M    F
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School: CC    SEAS	Year: Sophomore    Junior Senior	Room currently occupied:
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Your Campus phone number, extension 3-	Your Columbia e-mail address (UNI):	Your Cell Phone number:
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### Reason for Swap:

**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.**

Sign your full name here:

Date:

**Please have your AD and RA sign below, indicating their approval for your Swap.**

AD signature here:

Date:

RA signature here:

Date: