NIAGARA UNIVERSITY

University Housing Office

ROOM PREFERENCE REQUEST FORM

I would like to request preference for the room(s) indicated in the following order:

First Choice: ________________________________________________________________

Second Choice: ________________________________________________________________

Third Choice: ________________________________________________________________

(Preference also can be general. Ex. any room in O'Shea Hall, single anywhere, etc.)

I understand that:

1. This is in no way a guarantee that I will receive my choice of room.
2. I cannot move, under any circumstances, until my room change has been approved in writing by the Director of Housing, the proper forms are completed, and I receive keys to the room.
3. I cannot change my preference once it has been submitted. A new form must be completed and put at the bottom of the preference list. Any previous requests will be discarded.
4. Room preference is granted on a first come – first served basis according to when preference request forms are returned to the Housing Office.
5. A room change form must still be completed in order for the change to be approved. Once approved, proper checkout and check in procedures must be followed.
6. Notification of an available room is sent, in writing, to the current room and is not confidential. Please note if it needs to be private.

Student Name (PRINT) _________________________________________________________

Student Signature ____________________________________________________________

Date ____________________

Current Hall/Room# ____________________________________________________________

White - Housing  Yellow - Student

Phone # ____________________

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