GEORGIAN COLLEGE RESIDENCE
ROOM TRANSFER REQUEST

Please complete all sections of this form, sign and return it to the Residence front desk so that we may begin processing your request.

The principle purpose for the collection of the personal information below is to administer this form and all associated requests.

All questions regarding the collection of this information may be directed to the Residence General Manager.

A. PERSONAL INFORMATION—RESIDENT
Please fill in the below information for the Resident who is requesting the transfer.

Surname: ___________________________ First Name: ___________________________
Room Number: _______________________ Cell Phone: _________________________
Email: ______________________________________________________________________

B. REASON FOR REQUEST
Please check all that apply:

☐ Roommate Conflict ☐ Other Reason
  ☐ Cleanliness ☐ Feeling of Safety
  ☐ Difference in personality with roommate ☐ Specific Room/Floor
  ☐ Violation of the RCLS ☐ Other: ________________________________
  ☐ Noise Level
  ☐ Difference in living style/expectations
  ☐ Other: ________________________________

C. ROOMMATE CONFLICT
Before moving rooms due to a roommate conflict, there are many steps available to you to help mediate the issues you are having. Please review the below steps and let us know which steps you have taken by circling yes/no.

Step One:
Speak with your roommate regarding your issues or concerns.

Often problems are able to be fixed simply by communicating with your roommate, as they may not be aware as to how you are feeling.

Step Two:
Speak with an RA regarding your issues

Our Resident Advisor staff have received training in conflict mediation and are able to offer suggestions for handling roommate conflicts.

Step Three:
Have a mediation with yourself, your Resident Advisor and your roommate

This meeting will allow all parties to speak freely about the issues while have the RA there as a neutral third party for guidance.

C. SIGNATURE

I, _____________________________ verify that the concerns raised regarding my roommate transfer are factual and understand that providing a false report of a incident including a roommate conflict or complaint is in violation of the RCLS.

_________________________________________  ____________________________
SIGNATURE DATE

FOR OFFICE USE ONLY
### D. RA MEDIATION

This section is to be completed once the mediation has occurred with the RA.

RA conducting mediation: ___________________________  Date of Mediation: _________________

Room transfer recommended by RA:  □ Yes  □ No

### E. ROOM TRANSFER APPROVAL AND PROCESS

A room transfer will not be granted unless it is approved by a manager.

Room transfer approved by: ___________________________  Date: _________________

New Room Number: ___________________________  Date of Move: _________________

#### Step One:

**Student to pick up Keys to new room**

- Key is issued to student by Front Desk (Confirm ID)
- New room is temporarily placed out of order in StarRez

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#### Step Two:

**Student to return keys to old room**

- Fill out cancellation envelope, seal and drop in safe
- Put new room back in order
- Move student into new room in StarRez
- Place room transfer form in RSS Mailbox

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#### Step Three:

**Manager to Complete Process of transfer**

- Move-Out Inspection Completed
- Room is cleaned
- Move-In Inspection Completed

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