

CAMBRIAN COLLEGE RESIDENCE ROOM TRANSFER REQUEST

STEP 1: PERSONAL INFORMATION AND REASON FOR REQUEST

Student Name _____

Dorm/Townhouse Number _____ Side/Room Number _____

Phone or e-mail (best way to be contacted) _____

Please indicate the key issues with your current living situation/roommate(s). Check **ALL** that apply.

Roommate Conflict

- Cleanliness
- Difference in personality with roommate(s)
- Violation of RCLS
- Noise level
- Difference in living style/expectations

Other Reasons

- Feeling of safety
- Do not like current style of room (townhouse or dorm)
- Waitlist/Consolidation
- Other (briefly explain): _____

STEP 2: ROOMMATE CONFLICT

If you checked any of the roommate conflict reasons above, please fill out this section. Otherwise proceed to Step 3.

Before moving rooms due to a roommate conflict, there are many steps available to you to help mediate the issues you are having. Please let us know which of these steps you have already taken.

(circle one)

- | | |
|--|-----------|
| Have you spoken to your roommate(s) about your issues and concerns? | YES or NO |
| Have you spoken with your RA about the current issues? | YES or NO |
| Have you had a mediation between your Resident Advisor and your roommate(s)? | YES or NO |
| Have you spoken with your Residence Life Coordinator? | YES or NO |
| Have you had a mediation with your Residence Life Coordinator and roommate(s)? | YES or NO |

STEP 3: REQUEST INFORMATION

If you have any specific requests for a room transfer, please provide them here.

Requested Dorm/Townhouse Number _____

Requested Roommate(s) _____

Requested Style of Residence _____

STEP 4: MEETING WITH RLC

Contact your RLC to schedule a meeting. You must bring this completed form with you to the meeting.

RLC - Courtney Dundas

cdundas@CambrianResidence.ca

705-566-8101 x7209

RLC - Kayla Allen

kallen@CambrianResidence.ca

705-566-8101 x7640

I understand that depending on the situation there may be a fee associated with a room change. Additionally, there may be additional residence fees owing or other adjustments to my financial account for moving into a different residence style. I understand that I am responsible for cleaning my old room and will be charged for any damages or extra cleaning found during the move-out inspection.

Student Signature

Date

