

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

- Cleanliness
- Difference in personality with roommate
- Violation of the RCLS
- Noise Level
- Difference in living style/expectations
- Other: _____

Other Reason

- Feeling of Safety
- Specific Room/Floor
- 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.

Yes	No
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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.

Yes	No
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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.

Yes	No
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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

Date	Initials

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

Date	Initials

Step Three:

Manager to Complete Process of transfer

Move-Out Inspection Completed

Room is cleaned

Move-In Inspection Completed

Date	Initials