



Residential Education and Housing
Eickhoff 114
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housing.tcnj.edu

Room Change Form – SYE

All room change requests are subject to approval from the Department of Residential Education and Housing. To initiate consideration for a room change, complete this form and turn it in to a Housing representative in the Residential Education and Housing Office (Eickhoff 114).

Residents should complete the form by listing their requested new room assignment and roommate pairings below. Students requesting to be moved to a vacancy only need to complete the first box while students switching rooms will need to indicate the desired configuration for both of the impacted rooms.

Student signatures confirm that all individuals are aware of and approve of the requested room change.

Building: Eickhoff Room: 114

PAWS	Printed Name	Signature	Changing Rooms
12345	Brad Bennett		<input checked="" type="checkbox"/> Y/N
67890	Ray Gonzalez		<input checked="" type="checkbox"/> Y/N
			Y/N
			Y/N

Building: Eickhoff Room: 116

PAWS	Printed Name	Signature	Changing Rooms
11222	Will Petrick		<input checked="" type="checkbox"/> Y/N
312313	Marvin Carter		<input checked="" type="checkbox"/> Y/N
			Y/N
			Y/N

You should fill the form out to reflect how you want the room occupancy to appear AFTER the Room Change takes place. In this example Eickhoff 114 will now have Brad and Ray and Eickhoff 116 will have Will and Marvin. Brad originally was in Eickhoff 116 with Marvin while Will was in Eick 114 with Ray and now Brad and Will are switching rooms. The new roommates involved in the room change should fill out their PAWS ID numbers and sign that they agree to the room change.