

REQUEST FOR SEMINARY HOUSING CHANGE

Requests for changes in Seminary housing will be considered after June 1 by the Student Services Team.

Eligibility:

Only students in good academic and financial standing will be considered for housing changes.

Priorities:

- Housing needs of incoming fall students are given first priority.
- Consideration is given to the change requests of current students in the order they are received.
- Housing priorities: One-bedroom for single students; Two-bedroom for couples; Pine Street houses for families with dependent children.

Procedures:

- After change request is submitted, the Maintenance Department will make an appointment with you to conduct an inspection of your current Seminary housing.
- If the request to change is approved, the security deposit on current Seminary housing will be returned to the lessee, minus an Administrative Fee equal to one-half of the current monthly rental rate as well as any costs for repairs, cleaning, etc.,.
- A security deposit will be due for the newly assigned Seminary housing upon the execution of a lease.

*Instructions: Complete and return to Judi Hummer, Registrar and Director of Student Services
Due no later than June 1; changes effective by September 1.
[Please type or print clearly.]*

Name of Student

Current Seminary Address

Telephone (including area code)

Best time to call

Current housing is [check one]

- Off-campus Richards Hall One-Bedroom
 Two-Bedroom Pine Street House

Request change to [check one]

- Richards Hall One-Bedroom
 Two-Bedroom Pine Street House

Number of people who will occupy housing if change is approved:

State reason for requesting change in Seminary housing:

Student Signature _____

Date _____

For Office Use Only:

Maintenance Department Inspection completed: (Date) _____ By _____

Academic Clearance: By _____ Financial Clearance: By _____

Change is: Approved Not Approved

Student Notified: (Date) _____ By _____