

# PETITION TO MODIFY 2019-20 HOUSING CONTRACT

Office of Residence Life, 123 Tyson Hall  
5000 N Willamette Blvd, Portland OR 97203

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WEB: [up.edu/residencelife](http://up.edu/residencelife)  
EMAIL: [reslife@up.edu](mailto:reslife@up.edu)

Name:	UP Student ID#:
Hall Name and Room #:	Age:
UP Email:	Semester request applies to:
Current credit year: <input type="checkbox"/> freshman <input type="checkbox"/> sophomore <input type="checkbox"/> junior <input type="checkbox"/> senior <input type="checkbox"/> graduate	

**SUBMIT ALL PAPERWORK *ONE WEEK PRIOR* TO THE DAY YOU WISH THE CHANGE TO GO INTO EFFECT.**  
*Provide explanation below, or attach supporting documentation for all requests.*

1. ROOM CHANGE - WRITE THE DATE YOU WANT TO MAKE THIS CHANGE: \_\_\_\_\_

<b>Current Hall and Room #:</b>	<b>New Hall and Room #:</b>
is a: <input type="checkbox"/> Double <input type="checkbox"/> Single <input type="checkbox"/> Triple <input type="checkbox"/> Quad with a: <input type="checkbox"/> Private bathroom	is a: <input type="checkbox"/> Double <input type="checkbox"/> Single <input type="checkbox"/> Triple <input type="checkbox"/> Quad with a: <input type="checkbox"/> Private bathroom
HD approval: _____ Date of change: _____	HD approval: _____ Date of change: _____

2. OTHER

**LESS THAN FULL TIME:** (fall/spring full-time status for undergraduate is min. 12 credit hours; for graduate is min. 9 credit hours)

I wish to take \_\_\_\_\_ credit hours and remain in campus housing as a(n)  Undergraduate  Graduate student.

**EXTENDED STAY:** (Daily room rate of \$52.00/night will be assessed for early arrival & late stay lodging)

Early Arrival (date checking in): \_\_\_\_\_  Late Stay (date checking out): \_\_\_\_\_

EXPLANATION:

RESIDENT SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**OFFICE USE ONLY:**

This petition is: **APPROVED** -or- **DENIED**  
By \_\_\_\_\_ Dated: \_\_\_\_\_  
Student **MUST** move rooms by \_\_\_\_\_  
Student notified (cc HD) on \_\_\_\_\_ by \_\_\_\_\_  
Recorded/processed on \_\_\_\_\_ by \_\_\_\_\_

Check Registration: \_\_\_\_\_  
Prorate:  
 SLARASG = date: \_\_\_\_\_ \$ \_\_\_\_\_  
 Scanned on \_\_\_\_\_ by \_\_\_\_\_