The Room Exchange

*This is a student driven program to help Hilbert College residents either move mid-year or find housing for the spring semester. Residence Life will support all exchanges unless the space is not available, there are different identified genders sharing a bathroom OR a traditional first year student intends on living with students over the age of 21.*

*Please type out the following information, print the form and have all individuals sign the form. This means anyone who will be sharing a bathroom for the spring semester.* ***Exchange papers must be submitted to the Office of Residence Life by Fall Hall Closing.***

Name: Phone Number:   
Current Building: Trinity St. Josephs Hall Agnes House Katherine House Leo House  
Rufino House Not in Campus Housing   
Current Room #: Current Mailbox:

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Rufino House Not in Campus Housing   
Current Room #: Current Mailbox:

Spring Building: Trinity Hall St. Josephs Hall Agnes House Katherine House Leo House  
Rufino House Room/Suite/Apt Number:

Name 1: Spring Room #:

Name 2: Spring Room #:

Name 3: Spring Room #:

Name 4: Spring Room #:

Name 5: Spring Room #:

Name 6: Spring Room #:

Signing this form means that you are participating in The Room Exchange. This signature provides the college consent to have you relocate to your new residency. All moves must be scheduled and conducted through residence life. In order to move, coordination must occur with the current occupant. Residence Life is not responsible for finding any student a new room. Forms must be submitted to Residence Life by Thanksgiving Hall Closing.

The Room Exchange will become null and void if; bullying, bribery, lack of consent or falsified information occurs throughout any stage of the program. A judicial hearing will resolve the matter.

Name 1:

Name 2:

Name 3:

Name 4:

Name 5:

Name 6:

Housing Official:  Director Area Supervisor

Exchange Approved:  Yes No Pending Withdraw Information Date Approved:

Notified On:

Notes: