The College of Saint Rose

432 Western Avenue, Albany, NY 12203-1490

1.800.637.8556

www.strose.edu

April 25, 2014

Dear Student(s),

Please read this information carefully!

Vacancies often occur in student rooms during the Summer for the upcoming Fall semester. To allow you greater flexibility should a vacancy occur in your room, the following options are being extended to you. Please note the following:

- You are strongly encouraged to read and complete this form, regardless of whether or not you anticipate a
 vacancy in your room.
- You will not be contacted in the Summer should a vacancy occur in your room.
- If a vacancy does occur in your room and we do not have a form on file from you, we will assign a student to the vacancy in your room.
 - ** Students in Single Rooms do not need to submit a Vacancy Form**

REQUESTING TO FILL A VACANCY:

You may indicate someone to fill a vacancy in your room, whether or not you currently know if there will be one. You will not be contacted should a vacancy occur in your room. We ask all students to complete this form.

- Complete all sections of the enclosed form. Any form that is incomplete or not filled out correctly can not be honored.
- Any room, apartment, or suite with more than a 2-person occupancy must have the signatures of all remaining residents. If all residents do not indicate consent for the change, the change will not be made and someone else will be assigned to your room.
- The requested roommate must also sign the form. Please be aware that any student who you request to fill a vacancy must be eligible for on-campus housing for the Fall 2014 semester. Return this form to the Office of Residence Life no later than 4:30 p.m. on Friday, May 2, 2014. Forms received after this date cannot be guaranteed to have requests honored.
- If an entire room, apartment, or suite becomes vacant before a Vacancy Request is honored, any Vacancy Form on file for that assignment is void.
- Please Note: By completing the Vacancy form, you authorize the Office of Residence Life to make this
 change without further consultation with you or the person that you have requested to fill the vacancy.

Your assistance is greatly appreciated. If you have any questions regarding this information, please contact our office by phone at 518-454-5295 or by e-mail at reslife@strose.edu.

Sincerely,

Joseph D. Pryba Assistant Director of Residence Life 432 Western Avenue, Albany, NY 12203-1490

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Office of Residence Life VACANCY FORM

INSTRUCTIONS:

- Place a check in the appropriate box indicating your intention for the vacancy. If you wish to list several possible persons to pull into your room, please number the options you are interested in, with #1 being your first choice. Ex: Pull in Friend on first line #1, Pull in Friend from second line #2.
- All Fall 2014 residents of the room and the requested roommate(s) (if applicable) must sign this form.
- Suites and Apartments should submit only one completed form.
- Return this form to the Office of Residence Life by 4:30 p.m. on Monday, May 2, 2014.

Fall 2014 Build	ling:	F	Fall 2014 Room:			
	not be filling the ve understand the spac	acancy. e will be filled by the	Office of Resider	nce Life.		
	be filling the vacar request that the follo	<u>ncy.</u> owing individual(s) fil	l the vacancy in 1	my (our) room	/apartment/suite.	
Requested Roommate(s): RINTED NAME: SIGNATURE:		SAINT ROSE ID #:	FALL 2014 BUILDING & ROOM:		EMAIL	
(Your signatur	re indicates that you	will move into the spa	ace as indicated a	above.)		
Fall 2014 Occupant(s): PRINTED NAME: SIGNATURE:		SAINT	SAINT ROSE ID #:		DATE:	
				<u> </u>		