

**Office of Summer Housing
Request to Change Building or Room Assignment**

NAME (last, first, MI): _____ NYU Identification Number (starts with "N"): _____

Residence Hall Assignment: _____ Email address: _____ Cell Phone: _____

Are you an NYU academic year student? _____ Are you enrolled for classes at NYU this summer? _____ If yes, # of credits _____

2008 Summer Housing Schedule

Week 1: Sunday, May 18, 2008 – Saturday, May 24, 2008
Week 2: Sunday, May 25, 2008 – Saturday, May 31, 2008
Week 3: Sunday, June 1, 2008 – Saturday, June 7, 2008
Week 4: Sunday, June 8, 2008 – Saturday, June 14, 2008
Week 5: Sunday, June 15, 2008 – Saturday, June 21, 2008
Week 6: Sunday, June 22, 2008 – Saturday, June 28, 2008

Week 7: Sunday, June 29, 2008 – Saturday, July 5, 2008
Week 8: Sunday, July 6, 2008 – Saturday, July 12, 2008
Week 9: Sunday, July 13, 2008 – Saturday, July 19, 2008
Week 10: Sunday, July 20, 2008 – Saturday, July 26, 2008
Week 11: Sunday, July 27, 2008 – Saturday, August 2, 2008
Week 12: Sunday, August 3, 2008 – Saturday, August 9, 2008

PLEASE CHECK THE APPROPRIATE BOX:

PLEASE NOTE, IF YOU WOULD LIKE TO CHANGE TO ANOTHER ROOM OF THE SAME TYPE IN YOUR CURRENT HALL, YOU MUST SPEAK TO THE RESIDENCE HALL OPERATIONS MANAGER IN YOUR CURRENT HALL. **THIS FORM IS ONLY USED TO REQUEST ANOTHER RESIDENCE HALL ASSIGNMENT OR A CHANGE IN THE TYPE OF ROOM YOU LIVE IN.**

I WANT TO CHANGE THE TYPE OF ROOM I AM ASSIGNED TO. (e.g. I am in a single bedroom and would like a shared bedroom)

I WANT TO CHANGE MY ASSIGNED RESIDENCE HALL.

DATE YOU WOULD LIKE THE REQUESTED CHANGE TO BE EFFECTIVE: (MUST BE A SUNDAY) _____
 (this is the date you would have to move to your new assignment)

Please describe here in detail the change you are requesting.

If there are any additional charges for the change you are requesting, you must provide payment as described below, for the full amount of additional charges you will incur if this change is processed. Rates are posted online at www.nyu.edu/summer/housing/application_rates.php. Please note that if you request a traditional hall, you must also purchase a meal plan and that cost must be included in your payment.

I AM AUTHORIZING PAYMENT IN THE AMOUNT OF \$ _____ FOR THE CHANGE I AM REQUESTING.

PLEASE CHECK ONE BOX:

- My check or money order is enclosed with my name and ID number on the front of the check. Checks and money orders should be made payable to "New York University."
- I authorize NYU to charge my credit card for the amount indicated above. I understand that a non-refundable fee of 2.5% of the amount of the payment will be charged by a third-party processor (CheckFree) to the cardholder. Please note that NYU does not accept VISA. (For all credit card transactions, you must provide the credit card security code. This is the last three (3) digits on the back of Master Card or Discover Card or the last four (4) digits in small type on the front of an American Express card.)

TYPE OF CARD: <input type="checkbox"/> American Express <input type="checkbox"/> Master Card <input type="checkbox"/> Discover Card (NYU does not accept VISA)		
CARD NUMBER:	EXPIRATION DATE:	SECURITY CODE:
CARDHOLDER NAME:	CARDHOLDER SIGNATURE:	

I accept and agree to all changes and charges incurred. I understand that if this request is approved, I must move into my new space on the date indicated or I will be charged for occupying two spaces.

MAIL COMPLETED FORM TO:
 OFFICE OF SUMMER HOUSING
 14A WASHINGTON PLACE
 NEW YORK, NY 10003
 OR FAX TO 212-995-4097

Resident Signature _____ Date _____

IF YOU HAVE ANY QUESTIONS,
 PLEASE CALL US AT 212-998-4621.