

# SINGLE ROOM REQUEST and AGREEMENT

If a room is (or becomes) vacant, and the Residence Life Office indicated that the space is available for double-occupancy, a student can request to live in that room as a private room at an increased room rate of **\$750 per semester**. The amount will be prorated based on the date the student moves in. Students will not be permitted to move into single rooms without agreeing to pay the single room rate.

## Criteria for Single Rooms

### 1) Availability

- Single rooms will be granted before fall housing assignments are assigned. The Office of Residence Life may revoke the single room agreement at anytime, if housing needs arise due to limited space. **Please understand the risk:** if the need arises, two single-room residents WILL BE HOUSED TOGETHER.
- Situations where a roommate leaves (regardless of whether that is before classes begin or after) and another roommate is not found do not classify as single room requests, and the remaining resident will not be charged any extra fee, but they may receive an assigned roommate at any time. Students refusing a new roommate may be charged the single at the discretion of Residence Life.
- Graduate student and upperclassmen housing in the Quad is available to students 21+ years-old or have completed 90+ credit hours and are in good standing with the University. *This living area is designed as single occupancy, and is not charged the single room rate, but must complete and submit this form.*
- Other rooms across campus that are designed as single occupancy will need similar application and approval, and will also not incur the additional fee.

### 2) Who gets single rooms?

To be as objective as possible, priority is based on the “Point System” for Apartment Housing and Single Room Requests. The system automatically rewards and prioritizes students with more credit hours, no disciplinary issues, and higher GPAs. Current residents of single rooms **MUST REAPPLY** for this privilege—it is not guaranteed from semester-to-semester or year-to-year. Exceptions will also be made for students with special needs, and those generally will not be included in the availability calculations (for such an accommodation, please contact the Office of Student Support Services).  
The Office of Residence Life reserves the right to refuse or revoke any student a single room.

### 3) Cost

Students granted single rooms will be charged an additional fee of \$750 per semester. If the single room is revoked at anytime, the student’s account will be credited a prorated amount of the single room fee. The extra fee for a single room in the Village Apartments is higher due to demand and additional space at \$1,500 per semester.

***I have read and understand the policy on single rooms. I agree to pay \$750 per semester in order to receive a private, double occupancy room (or \$1,500 per semester in the Village Apartments) for the 2023-2024 academic year.***

\_\_\_\_\_ / / \_\_\_\_\_  
 Student’s Name (please print)    Student ID#    Date of Birth

\_\_\_\_\_ \_\_\_\_\_  
 Preference of Area for Single Room    Current Living Area

1. How many credit hours will you have earned at the end of this semester?	
2. What is your cumulative GPA <i>right now</i> (not at the end of the semester)?	
3. Have you been on disciplinary probation? (circle)	YES      NO      If yes, when?

\_\_\_\_\_ \_\_\_\_\_  
 Student’s Signature    Date

**For Office Use Only**

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____
Resident Director’s Signature	Date Received
_____	_____
	Date Reviewed