Room Encore Request Form
Deadline: March 27, 2015

Our signatures below confirm our request to participate in the Room Encore process. If we meet all eligibility criteria, we understand that this program will place us in the space identified below. We understand that it is our responsibility to make certain that requested roommates meet any eligibility criteria. We further understand that any substitutions or changes to this request may result in our re-location.

Eligibility criteria:
1. At least one applicant must currently be a resident of the requested location.
2. All requesting students must be eligible for the requested location.
   a. Woodland residents are required to have a minimum 2.5 cumulative GPA and be in good conduct standing; prior conduct history may be considered.
3. The requested space must be eligible for the Room Encore process (Loughran, Emmanuel, McCarty, and Perpetual Help Halls; areas in current Themed Housing Communities; rooms suited with RA rooms; Woodland residences 5 and 6; Woodland residences containing RA rooms; and ADA rooms in any building are not eligible for Room Encore for the 2015-2016 academic year).
4. All spaces within the requested location must be filled (a double room must have two people, a Madonna deluxe suite must have five people, a new Woodlands Residence must have ten people, etc.).
5. The Room Encore Request Form must be submitted by March 27, 2015 (only one form per room/group). Each requested student must submit all required documentation to the Housing and Residence Life Office attached to this Room Encore Request Form. Required documentation must be assembled into one packet and includes:
   a. A completed Housing and Dining Agreement from each resident,
   b. A completed Housing and Dining Preference Form from each resident,
   c. A receipt from each resident for a $300 housing deposit with the Cashier’s Office, and
6. Students will be notified of their placement status by April 10, 2015 via their Marywood e-mail accounts.
7. Students who are not approved for a Room Encore Placement should plan on participating in the General Room Selection process occurring April 14-16, 2015.
8. Students who submit all required documentation for the Room Encore Process, and then ask for a different placement, will not be eligible to select another space until after the General Room Selection process has completed.
9. All room encore applicants must be registered for Fall 2015 courses in order to maintain the space requested below. Failure to register for Fall 2015 courses by April 14, 2015 will result in removal from housing and the open space will be offered at the general room selection.
10. All residential students must be registered for a minimum of 12 credits in order to move into on-campus housing for the Fall 2015 semester.

**************************************************************************

Requested Space: ___________________ Number of Occupants in Room/Residence: ________
(Building/Room)

Student who currently lives in requested space and will be returning:

Name (printed)  Signature  Date

Requesting Roommate(s):

Name (printed)  Signature  Date

Name (printed)  Signature  Date

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