### CHANGE OF RESIDENTIAL STATUS

<table>
<thead>
<tr>
<th>Status Change Requesting:</th>
<th>Resident to Commuter</th>
<th>Commuter to Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First Name:</td>
<td>CHC ID#:</td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Cell Phone:</td>
<td></td>
</tr>
<tr>
<td>Today’s Date:</td>
<td>Date Requesting Change:</td>
<td>Fall</td>
</tr>
</tbody>
</table>

- □ Check here if reason for request is becoming apart-time student (9 credits or below)

#### Resident to Commuter

If you have already signed a *Housing Agreement*, you must first be released from it by the Housing Release Committee. This form must be accompanies by a letter stating the reasons you wish to change your status. You will be notified of a decision as quickly as possible. Please note that if you are not released from your *Housing Agreement* you will be financially responsible for the room and board. If you are becoming a part-time student, simply fill out this form and check the box above.

Since a room deposit reserves a place for an entire academic year, it will not be refunded if a student changes her/his status from resident to commuter during the year. Students who receive financial aid should be aware that change of status from resident to commuter may reduce the student’s total financial aid package. Consult Director of Financial Aid for more information.

#### Commuter to Resident

This form must be accompanied by a *Housing Application and Agreement* form. Once your application is received, you will be notified of available housing spaces. If space is available, you will be assigned and your change of status will be approved and complete.

*I have read and understand the information on this form.*

Signature: ___________________________ Date Submitted: ___________________________

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### STAFF ONLY

Director of Residence Life: ___________________________

Reimburse ___________________________ Forfeit ___________________________ Damage/Billing: $ ___________________________

Residence Hall: ___________________________ Room #: ___________________________

Copy to:

- □ Financial Aid Office
- □ Registrar
- □ Student Accounts
- □ Academic Advising
- □ Security: (Change ID Status; Print New ID)
- □ Residence Coordinator: (Key Card, RCC, notify RA)