UNDERGRADUATE HOUSING:
ROOM SWITCH INFORMATION SHEET

RESIDENCE AND HOUSING ASSIGNMENT POLICY

Residence assignments are based on a student development model and available space. Residence and Housing strives to ensure that, where possible, students are assigned to a room that will benefit their academic, social and personal endeavours within the requirements of the contract and assignment policy.

Students may need to change their room assignment for various reasons: these include medical needs and safety concerns. Occasionally, room switch requests are an indicator of students in crisis and who may need additional support.

Please refer to the Residence Contract for more information on the Assignment Policy.

REQUESTING A ROOM SWITCH

1. **Print** and fill out Section 1 on the Room Switch Application form, found online.
2. **Take** the form to the Residence and Housing front desk and pay the non-refundable **$25 application fee**. Please note that paying the application fee does not guarantee that your room switch application will be approved.
3. A Residence Assignments Coordinator will adjudicate your application and contact you via your SFU/FIC email address regarding approval or denial.

*Consider your decision to pay the $25 room switch request fee carefully as it is NOT refundable, even if your application is denied.*

FREQUENTLY ASKED QUESTIONS

**How long does a room switch take?**
Room switches are not adjudicated until **after the third week of the term**, in order to give residents time to adjust to their new community. After the third week, any room switch requests that are submitted will be evaluated by the Residence Assignments. Depending upon room availability and the priority of the request, a room switch may not be possible.

**What does “priority” mean?**
Room switches are adjudicated on a priority basis, which means that a person with a documented medical condition would have the highest room switch priority.
- Priority 1 HIGH (medical): Requests due to documented and proven medical or safety needs.
- Priority 2 LOW (discomfort): Cases where a student is experiencing undue stress, hardship, distress, or suffering due to the community environment in which they are currently assigned.

Examples of applications that are not approved based upon Priority 1 or 2 are reasons such as noise and meal plan.
I am having issues with my roommates/floormates. What should I do?
Residents are expected to address conflict with the party with whom they are having an issue. The CA is an excellent person to mediate such a conversation. If after attempting to resolve the issue an agreement cannot be reached, the resident may choose to apply for a room switch. Please speak with your Residence Life Coordinator if you cannot resolve a roommate or floormate issue on your own.

ROOM SWITCH INFORMATION

My floor is noisy. Is it possible to move to a quieter room?
While every effort is made to ensure Residence remains an environment conducive to sleep and study, some level of noise is expected, including from the building itself (e.g. doors, electrical rooms, fans). Speak to your CA about concerns with the noise level on your floor. Moving to another floor or building will not guarantee a quieter environment, and such room switch requests are typically not entertained.

I am living on a particular style of floor that makes me uncomfortable (e.g. co-ed). Can I switch?
Requests such as these will be adjudicated by a Residence Life Coordinator. Such requests may not be approved unless the student’s well-being is being threatened. Residents are expected to speak to their CA about how to adjust to the challenges of a new environment before considering a room switch.

I am a Towers resident and I do not wish to be on the meal plan. Can I switch out?
Residents are expected to address their meal plan concerns to Dining Hall management staff. The Manager, Assistant Manager, and Executive Chef will be happy to set up meetings and work with residents to find a meal plan that best suits each person. Room switches will not be granted for residents wishing to switch out of the meal plan unless there are extenuating circumstances, such as a documented medical condition. Please also take note of the biweekly Food Committee meetings, held in the Dining Hall. Any student or staff member is welcome to attend these meetings.

I want to move to another building. Are there any extra steps for this type of room switch?
In order to move to another building, you will need to be eligible for that particular area. For example, a resident who is under the age of 19 is not eligible to switch into the Townhouses. For more information, please consult the Building Eligibility and Amenities Table, found online. For all other questions, please contact resrooms@sfu.ca