



OFFICE OF UNIVERSITY HOUSING

Request for Term Switch/Move-Out Exception

Residential Living and University Housing will close the University's residence halls according to the published closing schedule, available online at www.drexel.edu/housing

Please complete this form if you are unable to move-out or term switch to your new assignment during the timeframe allotted.

- I am moving assignments and am unable to switch into my new assignment during the posted timeframe.
- I am moving out but am unable to complete the move in the posted timeframe.

Current Term: Fall 20__ Winter 20__ Spring 20__ Summer 20__

Name: _____ University ID#: _____

Drexel Email: _____ Phone Number: _____

Current Assignment

Building: _____ Room/Suite: _____

Next term assignment (if applicable)

Building: _____ Room/Suite: _____

I am requesting to move on the following date(s) and time(s): _____

I am requesting an exemption to the move-out or term switch during the posted timeframe for the following reason (please be specific):

I understand that the Office of University Housing will review this request and send a confirmation to my Drexel University e-mail address. Additionally, if approved, I may be allowed to move into my new assignment early and will receive the room/suite as-is and the room may not be cleaned before move-in. I am further responsible to complete the check-out and check-in process as published at www.drexel.edu/housing

Student signature: _____ Date: _____

*****OFFICE USE ONLY*****

Date Rec: _____ Approved Reason: _____

Rec by: _____ Not approved Notes: _____