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| **2020 Room Trade Request Form****Deadline for submitting Room Trade Request Form is 5:00pm, Friday, June 5** **to the Office of Residential Life, hc-reslife@haverford.edu**  |

During the trading period, **like groups** may request to trade with **like groups** (i.e., a 3-person apt. for a 3-person apt., a 5-person hall group for a

5-person hall group). **Individuals** may request to trade any housing provided they are from the same class year. **Note:** Students switching rooms within group housing do not require approval but they do need to let the Office of Residential Life know so we know the correct housing/rooms assignments.

**Important Note: All trade requests will be reviewed and must be approved by the Office of Residential Life.**

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| **Housing seeking to****TRADE** **FROM** | **Name of student & class year**(Print clearly)**Signature**\*You may only sign your name.Check box if proxy | **ID #** | **Housing seeking to****TRADE TO** |
| Residence Hall | Apt./Suite # | Letter/Room # | Residence Hall | Apt./Suite # | Letter/Room # |
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Approved by Office of Residential Life Yes □ No □