

Student Housing Key Replacement Request

Please complete this form and return to 4th Floor Student Affairs Department

1. A request for student housing keys will take approximately 5 working days to process.
2. A set of student housing keys will be replaced at the rate of \$5.00 for a room key and \$20.00 for a building key, \$25.00 for a set.
3. All requests must be accompanied by a proper form of identification (i.e. government issued state identification card, driver's license or passport).

STUDENT PERSONAL INFORMATION

Name _____ Date _____

Student ID _____ Phone Number _____ Email Address _____

Address _____
Street Apt # City State Zip Country

REPLACEMENT INFORMATION

Building	Room Assignment	Key Request (Check all that apply)	
<input type="checkbox"/> Allview		<input type="checkbox"/> Front Door	<input type="checkbox"/> Room
<input type="checkbox"/> Apartments			<input type="checkbox"/> Room
<input type="checkbox"/> Bungalow			<input type="checkbox"/> Room
<input type="checkbox"/> Franklin		<input type="checkbox"/> Front Door	<input type="checkbox"/> Room
<input type="checkbox"/> Gilbert		<input type="checkbox"/> Front Door	<input type="checkbox"/> Room
<input type="checkbox"/> Ivar		<input type="checkbox"/> Front Door	<input type="checkbox"/> Room
<input type="checkbox"/> Vine		<input type="checkbox"/> Front Door	<input type="checkbox"/> Room

PAYMENT DETAILS

I, _____, authorize the Student Accounts Department to process this charge through one of the following payment options (please select one):

Method of Payment: Cash Check # _____ Charge Student Account

Credit Card # _____ Auth # _____ Exp. Date _____

Cardholder's Name _____ Signature _____

Payment Received/Processed By _____ Date _____

SIGNATURE

Signature _____ Date _____

FOR OFFICE USE ONLY

Notes _____

Key Created By _____ Key Created On _____

Student Notified Key Ready For Pick Up at Reception Email Phone Call Voicemail

Student Notified By _____ Student Notified On _____