



FORT HAYS STATE
UNIVERSITY



RESIDENTIAL LIFE FORT HAYS STATE UNIVERSITY

REQUEST FORM | ROOM PREFERENCE CHANGE

Full Legal Name: _____ **Tiger ID No.:** _____

Building : _____ **Room No.:** _____ **Effective Date:** _____

I would like to:

Move from a double room to a single room.

Move from a single room to a double room. My roommate will be: _____

I understand that this request will result in a change in my charges that will be reflected in my Tigertracks account balance.

PAYMENT SCHEDULES AND POLICIES

(A) Payments are due on the fifteenth day of the month for each month of the payment plan. (B) A \$25.00 administrative fee is assessed each time a payment due date has been missed until the balance has been satisfied. (C) Access to dining services and other services may be denied if payments are not made within fifteen days after the due date. (D) Failure to comply with this agreement may result in your inability to use payment plans, inability to enroll, and inability to access academic records. In addition, all reasonable collections costs, including attorney fees and other charges necessary for collection of any amount not paid when due, will be charged to the student. Delinquent amounts referred to a collection agency will be reported to one or more National Credit Bureaus. (E) Room, dining services and any other services furnished under this Contract are for the use of the Student to whom this Contract is issued. Transfer to or sharing with another person is not permitted. (F) The student receiving financial aid funds is hereby informed that after all tuition and fees have been paid any remaining funds will be applied to charges due for room and meals under this Residence Hall Contract on a per semester basis. The student accepts the responsibility for making each Contract payment by the date it is due. Outstanding charges are accessible through Tiger Tracks (<https://tigertracks.fhsu.edu>).

Signature: _____

Date : _____

Hall Director Signature: _____

Date : _____

A paper copy of this form must be remitted to your hall director for record keeping purposes.

PRINT FORM

RESET FORM