

Summer Contract Change Request
Kansas State University Housing and Dining Services

Housing and Dining Services, Kansas State University
104 Pittman Building, 1531 Mid Campus Dr. North, Manhattan, KS 66506-4601
Email: housing@k-state.edu
Phone: 785-532-6453 or toll free 888-568-5027
Fax: 785-532-6855

Name: (please print) _____
First *Last*

Wildcat ID Number: (a 9-digit number that starts with an 8) _____

Phone Number: _____

Of the sections below, complete only those in which you are requesting a change.

Arrival and Departure Dates

Changes to your expected arrival or departure date(s) must be made a minimum of 3 days in advance of the proposed date requested here. Failure to provide the required 3-day notice will result in a \$75 charge. Regardless of the number of days the resident occupies the residential space, the resident will be charged a minimum of two weeks from the first date of the occupancy period.

Expected Arrival Date: _____ Expected Departure Date: _____

Roommate Preference

Every attempt will be made to accommodate your roommate and room type preferences, but there is no guarantee. Housing and Dining Services reserves the right to make final decisions on all assignments.

Preferred Roommate(s) Name: _____

Preferred Roommate(s) Wildcat ID Number: _____

Information Release Name(s)

For the purpose of responding to inquiries concerning my account, I authorize Housing and Dining Services to discuss my account information only with the individuals listed.

1) Name: _____ Add Remove

2) Name: _____ Add Remove

Student Signature _____ **Date** _____

FOR OFFICE USE ONLY

_____ Date changed in HMS _____ Date changed in KSIS _____ Date changed in PCS