

Housing Lottery Proxy Form

This form should only be completed by students who are on campus for the Spring Semester but cannot attend their scheduled Housing Lottery Appointment Time. Your designated Proxy must bring this completed form with your signature to your appointment time, in order to be able to select for you. You will then need to visit the Residential Life & Housing office (110 Sulzberger) to sign your Housing Contract for the upcoming academic year.

If you are studying abroad during the Spring Semester, you must instead submit the **Return from Spring Study Abroad Housing Form**, which is available on the Res Life website (<http://barnard.edu/reslife/forms/>).

Name**7-Digit BC ID****UNI / Email****Cell Phone****My Lottery # and Appointment Date / Time****By submitting this form, I certify my understanding of the following:**

1. I have reviewed the information about the Room Selection Proxy process, available online at <http://barnard.edu/reslife/roomselection/>.
2. I understand that the person I designate below as my Proxy is responsible for meeting all required deadlines and appointments.
3. I understand that I am bound to the room selection made by my Proxy. Only rising-Seniors may request a room change over the summer. Rising-Sophomores & Juniors must wait for the Fall Room Change Request Process (after the Fall semester begins) in order to request a room change.
4. I am encouraged to complete the Proxy Worksheet (<http://barnard.edu/reslife/forms/>) with my Proxy to communicate my room choice preferences.
5. I understand that my Proxy must be a currently-enrolled Barnard student. I may not designate a Faculty/Staff member or a Columbia student as my Proxy.
6. I agree to abide by all of the Terms & Conditions of Residence Hall Living at Barnard College, including conditions, policies, and procedures whether expressly stated or incorporated by reference (the Terms & Conditions will be made available online before the Housing Lottery).
7. I understand that I am expected to pay my room fees in full at the academic year rate (room rates will be available online before Room Selection). I further understand that any room change during the course of the academic year may result in a change in my room fees.
8. I will complete and sign a Housing Contract when required by Residential Life & Housing.
9. I will abide by all cancellation deadlines & fees should I need to cancel the room my Proxy chooses for me.

Handwritten Signature**Date**

PROXY'S INFORMATION

Proxy's Name**UNI****Proxy's Signature****Date**