

# Room Selection Proxy Form

<b>Name</b>	<b>7-Digit BC ID</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Barnard Email</b>	<b>Cell Phone</b>						

**I am submitting a Proxy Form because: (please check one)**

- I am / will be on an approved study leave for the Spring Semester (forms should be submitted no later than March 1)
- I have a class or other conflict during my scheduled lottery appointment date / time.

**By filling out and 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 this document binds me to the selection made by the person I designate below as my Proxy. I may only request a room change over the summer if I am a rising-Senior.
3. I understand that the person I designate as my Proxy below must be a currently enrolled Barnard student (in order to be able to register me for Room Selection). I may not designate a Barnard Faculty or Staff member or Columbia student as my Proxy.
4. I understand that if the person I pick as my proxy is unable to carry out her duties (due to class conflict, withdrawal from the College, etc), I will be responsible for selecting a new Proxy and submitting a new Proxy form indicating the replacement.
5. I agree to abide by all of the Terms and Conditions of Residence Hall Living at Barnard College, including conditions, policies and procedures whether expressly stated or incorporated by reference (the Terms and Conditions will be made available online during Room Selection).
6. I understand that I am expected to pay my room fees in full at the academic year rate (room rates will be available online as part of the Terms and Conditions). I further understand that any room change during the course of the academic year may result in a change in my room fees.
7. I will abide by all cancellation deadlines should I need to cancel the room assignment my proxy chooses for me.

<b>Signature</b>	<b>Date</b>
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## Proxy's Information

<b>Proxy's Name</b>	<b>7-Digit ID</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Proxy's Email Address</b>	<b>Cell Phone</b>						
<b>Proxy's Signature</b>	<b>Date</b>						