HOUSING SIGN-UP
PROXY FORM

ABSENT RESIDENT’S INFORMATION (Please Print)

NAME__________________________________________________ID______________

MAILBOX NUMBER___________

RESIDENT’S SIGN-UP NUMBER___________________________________________
This number is assigned to you based on your completed credit hours at the end of Fall 2017 semester. Selection order can be accessed: http://www.monmouthcollege.edu/life/residence-life/housingselection.aspx, then click on “Housing Selection Numbers”

PROXY’S INFORMATION (person who will sign up for absent resident)

NAME__________________________________________________ID______________
(Please Print)

Is this proxy also the resident’s roommate choice _____Yes _____NO

In my absence, I give permission to the above listed proxy to represent me during housing selection process.

Signature of absent resident: ______________________Date:________________

The proxy will be admitted into housing sign-up when the absent student’s number is called. This form must be presented at the time of housing sign-up. The proxy will be required to present a current Monmouth College ID.

A proxy may not sign up for housing at the same time that he/she signs up the absent student unless the absent student has chosen the proxy as a roommate. All roommates must meet minimum credit requirements.

Students asking a proxy to sign-up on their behalf are responsible to fill out, sign, and turn in the Residence Hall Room Contract to the Office of Residence Life at that time.