PULL-IN FORM* (Due: Wednesday, December 6, 2016 by Noon (12 p.m.)

*The Pull-In form can be used to fill spaces which will be vacant for the spring semester. If you currently have, or anticipate, a vacancy in your double room, Copenhagen, apartment or house, you may submit a request to “pull-in” a student to your residence. The Office of Residential Life will make every effort to accommodate requests; however, we do reserve the right to use this space to accommodate other students if needed. Please note that students living in program houses/halls, fraternities and societies are not eligible to be “pulled-in” to other spaces, as those students have made a year-long commitment to their programmatic community, and are expected to remain in their assignment for the spring semester. Students interested in living in a programmatic community are also not eligible to be “pulled-in,” they must apply through the program house selection process.

TO BE COMPLETED BY A STUDENT WHO ANTICIPATES A VACANCY IN HIR UNIT

Name: ____________________________________     WesID: ___________     Date: ____________
Current Bldg/Room Assignment: _________________________        Year: □ '17 □ '18 □ '19 □ '20
E-Mail: ____________________________________@wesleyan.edu     Extension: __________
Cell Phone: _____________________________

I am requesting to pull-in this person:
Name: ____________________________________     WesID: ___________
Current Bldg/Room Assignment: _________________________        Year: □ '17 □ '18 □ '19 □ '20
New Bldg/Room Assignment: ____________________________
E-Mail: ______________________@wesleyan.edu         Person Leaving Unit: __________________________

To be signed by the person being pulled in*:
I understand that I must be completely moved out of my current assignment and return the key to Residential Life by Sunday, December 18, 2016. Should the space not open at the end of the semester, I will be notified and will retain my current assignment.
Signature: _________________________________  
* If the person you are pulling-in is currently on study abroad, ze will need to send Amy Alfano at (aalfano@wesleyan.edu) an email from hir Wesleyan e-mail address stating that ze agrees with being pulled-in.

To be signed by all remaining residents of the unit:
By our signatures below, all continuing residents of the unit agree to pull this person into the residence:
Signature 1: _________________________________          Signature 2: _________________________________
Signature 3: _________________________________          Signature 4: _________________________________
Signature 5: _________________________________          Date: ___________________

All forms are to be submitted by Wednesday, December 6, 2016 at Noon (12 p.m.):
Amy Alfano, Assignments Coordinator, Office of Residential Life, North College – Lower Level