

Proxy Form

Please use this form when designating another student to attend Room Selection Day in your place. This person will be allowed to choose your space for the upcoming Academic Year. Please print legibly.

Your Information

Name: _____
Last or Family Name First Name Middle Initial

Augie ID Number: _____ Cell Phone: _____

Room Selection Number: _____ Room Selection Day Time: _____

Proxy Guidelines

When choosing your proxy, please be sure to adhere to the following guidelines:

- Your Proxy can be any Augustana student you designate to take your place during contracting. However, they must be a current Augustana student.
- Your Proxy will be allowed to use your Room Selection Number to choose your space only. They will not be allowed to select their own space at that time, unless the two of you are selecting the same space as roommates.
- Your Proxy must have this form signed by you to present to Residence Life Staff on Room Selection Day. Without it, your Proxy will not be allowed to select a space for you.
- **You must sign a Housing Contract for 2012-2013 by 5 pm on March 30, 2012 in order for your Proxy to select your space.** Housing Contracts are located on the Student Portal, under "Student Info" and "Housing and Dining."

*Note: If you are unable to identify a Proxy, please contact the Housing Office. You will be asked to fill out a Room Selection Preference form indicating your preferred living arrangements. A Residence Life Staff member will then choose a space for you at your time on Room Selection Day. **If you need help identifying a Proxy, you must contact the Housing Office by 5 pm on March 30, 2012 to guarantee our assistance in choosing a***

Proxy Information

Please provide the following information about your Proxy:

Name: _____
Last or Family Name First Name Middle Initial

Augie ID Number: _____ Cell Phone: _____

Proxy Signature

I agree to select a room for the above individual. I have read and agree to adhere to the guidelines listed above. I recognize and accept that it is my responsibility to be aware of all Housing Policies and Procedures as stated in the Augustana College Student Handbook.

Student Signature

Date

Your Signature

I agree to allow the individual listed above to make decisions for me during the Room Selection process. I have read and agree to adhere to the guidelines listed above. I am aware that the space my Proxy chooses will be my designated room for the 2012-2013 Academic Year. I recognize and accept that it is my responsibility to be aware of all Housing Policies and Procedures as stated in the Augustana College Student Handbook.

Student Signature

Date

For Office Use Only:

Assignment: _____

Student ID Number: _____

Date Received: _____