

## PROXY FOR HOUSING SELECTION PROCESS

For students unable to attend the Housing Selection process during their scheduled date and time, they may send someone in their place called a proxy. We suggest a proxy is either a close friend, a future or current roommate, and/or your Resident Assistant. The proxy must be another student at Westminster College and cannot be a faculty or staff member.

### Complete and Sign Below

---

**Student First & Last Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Proxy First & Last Name:** \_\_\_\_\_

I am unable to attend the Housing Selection process. I grant permission to the above-named proxy to make decisions on my behalf in regard to my housing assignment for the next academic year.

By signing this, I understand:

- My first preference in the housing selection process is not guaranteed and I have discussed alternate options with my proxy.
- Any decision that the above-named proxy makes concerning my housing assignment is permanent.
- Any dissatisfaction with the final assignment is not grounds for a different assignment or permission to live off campus.

**Signature of Absentee Student:** \_\_\_\_\_

By signing this, I have agreed to serve at the above requested student's proxy and:

- Will be present at the correct designated date and time to select their housing for the 24-25 academic year.
- Understand my role is to select an available housing assignment based on the above stated student's preferences.

**Signature of Proxy Student:** \_\_\_\_\_

### Additional Instructions

Submit this proxy form in person to Ashley Haney in McKelvey Campus Center 357 or to Residence Life at [residencelife@westminster.edu](mailto:residencelife@westminster.edu) by **Monday, March 17, 2025 at noon**. Late submissions will not be accepted.

### Housing Preference(s) for Absentee Student:

**Option A (Residence Hall and/or Room Number):** \_\_\_\_\_

**Option B (Residence Hall and/or Room Number):** \_\_\_\_\_

**Option C (Residence Hall and/or Room Number):** \_\_\_\_\_

**Option D (Residence Hall and/or Room Number):** \_\_\_\_\_