

# Proxy Form

If you will be unable to attend the Room Selection Process during your scheduled appointment time and do not have a room representative, you may designate another student to make your room selection on your behalf by completing the form below. In rare circumstances you may designate a Housing representative as your proxy.

The individual acting on your behalf will be granted access to the Selection Process during your scheduled appointment time and must have this completed and signed form with them. We understand that absent students may not be able to sign the form. A printed email from the absent student to the proxy with selection choices may be substituted for a signature. If you designate a Housing representative to act on your behalf, this completed form must be received in the Housing Office in SLTC 208 by **1:00 p.m. on Friday, March 20, 2020**. A staff member will then make your selection according to your preferences. This form can be faxed at 501-450-1455 or you can email it to [housing@hendrix.edu](mailto:housing@hendrix.edu).

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By completing and signing the form below, you are authorizing either the individual noted below or a Housing representative to act on your behalf to make your room selection for the 2020-2021 academic year. You are agreeing to accept and be responsible for the choices made in accordance with your instructions noted on the H-card. All room assignments made on selection night are final and will not be changed without special permission from the Housing Office. Please be advised that if you do not participate in the Room Selection Process, or complete and return this proxy form, you will be assigned a room last.

**I designate the following to act on my behalf (check one):**

Housing Office

An individual \_\_\_\_\_  
Proxy's Name and ID #

**Absent Student's Name:** \_\_\_\_\_ **Draw #** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_ **Current Housing Assignment:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_ **Campus Email Address:** \_\_\_\_\_

**Your Signature\*:** \_\_\_\_\_ **Date** \_\_\_\_\_

\*We understand that absent students may not be able to sign the form. A printed email from the absent student to the proxy with selection choices may be substituted for a signature.

**Proxy's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_