Extended Stay Request Form

Complete this form if you would like to request an extension to remain in your residence hall room beyond the closing date on Saturday, May 11, 2019, at 3:00pm. Students involved in commencement (or have a family member graduating), international students, those with flights on Sunday, those that work for University Housing, or those participating in the ceremonies in the band/choir are permitted to apply for an extension. Residents with other outside employment will not likely be granted an extension. Return this form to your Area Office or RD by Thursday, May 2, 2019, at 5:00pm. The Resident Director will review your request and respond with either an approval or denial by the end of the day on Monday, May 6, 2019.

Name: __________________________________________ Room and Hall: ____________________________
Telephone number: ____________________________ Email: ______________________________________
University ID #: _______________________________

I request to stay in the Residence Hall until _______ at ________ for the following reason:
(Date) (Time)
☐ Graduating
☐ Family member graduating: ____________________________
_________________________________________________________________________(Name of graduate)
☐ Assisting in Commencement (Band/Choir)
☐ Working for Housing: ____________________________
_________________________________________________________________________(Department/Position)
☐ Summer Contract for Daniels Hall
☐ International Student: ____________________________
_________________________________________________________________________(Reason for Request)

If approved for extended occupancy, I understand I must be moved out of the Residence Hall by Sunday, May 12th no later than 7:00pm or earlier if a date/time is given to me by my Resident Director below. Failure to do so will result in a $25.00 minimum improper check out charge to my student account. I also understand I must abide by the policies set out in Hallmarks and Code on Campus Affairs; failure to do so may result in an immediate cancellation of my extension.

_________________________________________ _________________________
Signature Date

FOR OFFICE USE ONLY:
NAME: __________________________________________ ADDRESS: __________________________________
☐ Your request to extend occupancy has been approved through Sunday. Plan to be moved out of the hall by 7:00pm on Sunday, May 12th. If your graduation ceremonies are late on Sunday, you should check out BEFORE your ceremonies.

☐ Your request to extend occupancy has been approved through ____________________________ (date/time). Plan to be moved out of the hall by this time.

☐ Your request to extend occupancy has been denied. You must have your move out completed by Saturday, May 11th at 3:00pm.

Your request to extend occupancy has been denied because: ___________________________________

_________________________________________ _________________________
Resident Director Signature Date

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