

**EXTENDED STAY AND/OR EARLY ARRIVAL REQUEST FORM**

**DOMESTIC RESIDENTS ONLY- LIVES IN THE USA**

WINTER BREAK – FALL 2016 (Choose one or both)

- EXTENDED STAY- SATURDAY, DECEMBER 17, 2016 and/or SUNDAY DECEMBER 18, 2016-  
MOVE OUT NO LATER THAN 5PM  
AND/OR**
- EARLY ARRIVAL – THURSDAY, JANUARY 12 and/or FRIDAY, JANUARY 13, 2017  
MOVE IN IS NO EARLIER THAN 10AM**

**INTERNATIONAL RESIDENTS ONLY- LIVES OUTSIDE THE USA**

WINTER BREAK FALL 2016 (CHOOSE ONE OR BOTH)

- EXTENDED STAY – SATURDAY, DECEMBER 17, 2016 and/or SUNDAY, DECEMBER 18, 2016  
MOVE OUT IS NO LATER THAN 5PM  
AND/OR**
- EARLY ARRIVAL – THURSDAY, JANUARY 12, 2017 and/or FRIDAY, JANUARY 13, 2017  
MOVE IN IS NO EARLIER THAN 10AM**

**INTERNATIONAL RESIDENTS COMING IN FOR SPRING 2017 TERM ORIENTATION ONLY  
LIVES OUTSIDE THE USA**

- EARLY ARRIVAL JANUARY 10, 2017- THIS IS ONLY IF YOU ARE ATTENDING SPRING ORIENTATION  
MOVE IN IS NO EARLIER THAN 10AM**

- Those requests outside of these dates will be taken on a case by case basis and will need supporting documentation.
- There will be a \$20.00 per night charge assessed to your account for extended stay and/or early arrivals which needs to be paid prior to your move in. This fee will be charged to your student account.
- The EARLY ARRIVAL AND EXTENDED STAY Request Application and Agreement DEADLINE is 5:00 PM, DECEMBER 12, 2016. Applications received after this date MAY be considered; however such applications will be assessed an additional \$25.00 processing fee.
- All applications will be approved within two business days of submission. You will receive an email from the Business-Office Manager of Residence Life confirming or denying your request.
- Residence Hall policies and procedures outlined on your academic year contract and in the Resident Handbook 2016-2017 will be in effect. Violations of policies will result in judicial action.

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**The Early Arrival and Extended Stay request application and agreement deadline is**

**DUE NO LATER THAN 5:00 PM-MONDAY, DECEMBER 12, 2016 to [j.wytzka@csuohio.edu](mailto:j.wytzka@csuohio.edu) / fax: 216-687-5156**  
**Applications received after this date may be considered, however such applications will be assessed an additional \$25.00 processing fee.**

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Name: \_\_\_\_\_ CSU ID #: \_\_\_\_\_

Building: Euclid Commons or Fenn Tower Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Dates Requested to Stay: From \_\_\_\_\_ to \_\_\_\_\_

Reason for Requesting Housing. All requests must be accompanied with appropriate documentation verifying reason for request:

Your signature below signifies agreement with the conditions listed above if your request is approved:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request:  Approved  DeniedBy: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_ # of Nights: \_\_\_\_\_

Total cost: \$ \_\_\_\_\_