

EXTENDED STAY AND/OR EARLY ARRIVAL REQUEST FORM

**ALL RESIDENTS RESIDING ON CAMPUS
WINTER BREAK – FALL 2017 (Choose one or both)**

- EXTENDED STAY- SATURDAY, DECEMBER 16, 2017 and/or SUNDAY DECEMBER 17, 2017-
MOVE OUT NO LATER THAN 5PM – CIRCLE DATES NEEDED**
- EARLY ARRIVAL THURSDAY, JANUARY 11, 2018 AND/OR FRIDAY, JANUARY 12, 2018
MOVE IN IS NO EARLIER THAN 10AM –CIRCLE DATES NEEDED**

**INTERNATIONAL RESIDENTS COMING IN FOR SPRING 2018 TERM - ORIENTATION ONLY
LIVES OUTSIDE THE USA**

- EARLY ARRIVAL - TUESDAY, JANUARY 9TH, JANUARY 10TH, JANUARY 11TH AND/OR Thursday January 12, 2018
MOVE IN IS NO EARLIER THAN 10AM – NO EARLIER THAN JANUARY 9, 2018- CIRCLE DATES NEEDED
- THESE DATES ARE ONLY IF YOU ARE ATTENDING SPRING INTERNATIONAL ORIENTATION**

- 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, TUESDAY, DECEMBER 12, 2017. 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.

**The Early Arrival and Extended Stay request application and agreement deadline is
DUE NO LATER THAN 5:00 PM-TUESDAY, DECEMBER 12, 2017 to 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.**

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 Denied By: _____ Date: _____

Reason for Denial: _____ # of Nights: _____

Total cost: \$ _____