Cleveland State University
Department of Residence Life

Cleveland State University Residence Life

enGaGeDiving

FALL 2016
MOVE IN –
Two Day Early Arrival Request Application and Agreement

Conditions of Early Arrival

- To be considered for an early arrival, you must meet one of the following criteria:
    - International students with flight issues (length of stay determined on individual basis)
    - Transportation plans due to work schedules
    - Campus employment requirements
    - Academic Program/Class Schedule

- There will be a $20.00 per night charge until August 26, 2016 assessed to your account for early arrivals which needs to be paid prior to your move in.

- **Early arrivals will be granted for August 24th AND August 25th. Those requests outside of these dates will be taken on a case by case basis and will need supporting documentation.**

- **The Early Arrival Extension Request Application and Agreement deadline is 5:00 PM, Monday, August 22, 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.

DUE by 5:00 PM-Monday, August 22, 2016 to j.wytzka@csuohio.edu / fax: 216-687-5156

The Early Arrival Request Application and Agreement deadline is 5:00 PM, Monday, August 22, 2016. 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: $_____