

FALL 2017

Two Day Early Arrival Request Application and Agreement

Conditions of Early Arrival- August 23, 2017 and/or August 24, 2017

- 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 assessed to your account for early arrivals which needs to be paid prior to your move in.
- **Early arrivals will be granted for Wednesday, August 23, 2017 and/or Thursday, August 24, 2017.**
- **The Early Arrival Extension Request Application and Agreement deadline is 5:00 PM Friday, August 18, 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 2017-2018 will be in effect. Violations of policies will result in judicial action.

DUE by 5:00 PM WEDNESDAY, August 18, 2017 to j.wytzka@csuohio.edu or fax: 216-687-5156

The Early Arrival Request Application and Agreement deadline is 5:00 PM Wednesday August 18, 2017. 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: \$ _____