

## EXTENDED STAY & EARLY ARRIVAL REQUEST FORM SPRING BREAK 2020

Please indicate your request by checking the appropriate line(s) below:

\_\_\_\_\_ I would like to **extend my stay** and depart by 5:00pm on the following date (circle below):

*Sunday, March 8, 2020*

*Monday, March 9, 2020*

*Tuesday, March 10, 2020*

\_\_\_\_\_ I would like to **come back early** and arrive on the following date (circle below):

*Thursday, March 12, 2020*

*Friday, March 13, 2020*

*Saturday, March 14, 2020*

- Those requests outside of these dates will be taken on a case by case basis and will need supporting documentation.
- There will be a **\$30.00 per night** fee for extended stay and/or early arrivals. This fee will be charged to your student account.
- You will receive an email from Residence Life confirming or denying your request.
- Residence Hall policies and procedures outlined on your academic year contract and in the Resident Handbook will be in effect. Violations of policies will result in judicial action.

**The Extended Stay & Early Arrival request is due by 5:00 PM ON THE DATE OF HALL CLOSINGS. Drop off a paper form, email to [reslife@csuohio.edu](mailto:reslife@csuohio.edu), or fax to 216-687-5156. Applications received after this date may be considered, however late applications will be assessed an additional \$25.00 processing fee.**

Name: \_\_\_\_\_

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

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

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

Reason for Requesting Housing:

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Request:  Approved  Denied

Reason for Denial: \_\_\_\_\_

# of Nights: \_\_\_\_\_ Total cost: \$ \_\_\_\_\_