Cleveland State University
Department of Residence Life

engaGeDiving
Cleveland State University Residence Life

EXTENDED STAY AND/OR EARLY ARRIVAL REQUEST FORM
WINTER BREAK 2018

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, December 16, 2018   Monday, December 17, 2018

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

Thursday, January 10, 2019   Friday, January 11, 2019

_____ I am a new **international student,** and I will need to move in early for orientation
(circle the dates needed):

Sunday, January 6, 2019   Monday, January 7, 2019   Tuesday, January 8, 2019

Wednesday, January 9, 2019

NOTE: this option is available only to new international students attending spring 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 11, 2018. 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 Bookkeeper for Residence Life confirming or denying your request.
- Residence Hall policies and procedures outlined on your academic year contract and in the Resident Handbook 2018-2019 will be in effect. Violations of policies will result in judicial action.

> **The Early Arrival and Extended Stay request application and agreement deadline is 5:00 PM-TUESDAY, DECEMBER 11, 2018 to reslife@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: _____

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: $_____