

MOVE-OUT LATE REQUEST FORM

All residents must complete and return this form
to the Front Desk by March 31, 2019

EXTENDED TERMS POLICY STATEMENT

The Student Residence Agreement (SRA) states:

1.04 Extended Terms. The Term of this Agreement may be extended by the Manager if the Resident applies in writing for an "Extension" in accordance with the Managers published policies about Term Extensions. Extensions are subject to availability. Priority will be given to Residents travelling from great distances, who demonstrate a special need, or who are enrolled in orientation or academic programs that begin early or continue beyond the Residence Term. Extensions may also be granted for any 'Early Move-In', 'Late Move-Out' or 'Summer Residence' programs offered by the Manager. Residents granted Extensions are subject to the fees detailed in **Table 3**. Any Resident found occupying a Room outside of the Term without approval from the Manager are subject to additional fees over and above those detailed in **Table 3**.

TABLE 3: Extended Terms	Start ("Move-In Day")	End ("Move-Out Day")	Fees
Summer Semester 2019	N/A	N/A	N/A
Academic Year 2019-2020	August 25, 26, 27, 28, 29, 30, 2019	N/A	\$35.00/day
Winter Semester 2020	N/A	N/A	N/A
* Customized By Manager			

REQUEST AND PERSONAL INFORMATION

If you require to stay in residence after April 20, 2019 after 11 am, please complete this move-out late request form and submit it to the front desk no later than March 31, 2019. If your program continues past April 20, 2019, please complete this form and submit it to the front desk with a letter from your program coordinator. Depending on the duration of your stay, additional fees and room relocation may be required. If you have applied to stay in residence for the summer semester, you do not need to complete this form.

Submit the completed form and payment to the Residence Front Desk no later than March 31, 2019.

Please check off the day on which you would like to move-out:

April 20, 2019 after 11am April 21, 2019 April 22, 2019 April 23, 2019

Other _____ Move-out late date request _____

Reason for Extension Request _____

Program Name _____ Room Number _____

Last Exam Date ____ / ____ / ____ Expected Move-Out Date ____ / ____ / ____

Surname _____ First Name _____ Initial _____

Signature _____ Date ____ / ____ / ____

OFFICE USE ONLY

Accepted / Denied Date ____ / ____ / ____

Manager Name _____ Manager Signature _____

Comments _____