

Office of Residential Life: Extended Stay or Return Early Request Form

Students wishing to stay in University Housing over Holiday Recess

Return this completed form to your Resident Assistant or the Office of Residential Life by the December 7, 2018 at 5:00pm.

The Director of Residential Life has the discretion to approve or deny any and all requests.

Print Name: _____ Banner: _____

Date: _____

Request Stay Period:

___: Winter Break Start Date: _____ End Date: _____

Reason for Request (Please Check One):

___: **University Program:** A residential student needs to remain on campus because of an approved athletic, academic, or co-curriculum program/activity *(requires signature of University Official who directly supervises the program)*

University Program: _____

Signature of University Official: _____

___: **Work Study Employment:** Student workers requesting to remain on campus by their supervisor *(requires signature of University Official who directly supervises the student and please attach your work schedule)*

Work Study Employment: _____

Signature of University Official: _____

___: **Off-Campus Employment:** A resident student needs to remain on campus because he or she works off-campus and he or she cannot commute from home *(requires signature of Employment Supervisor who directly supervises the student and please attach your work schedule)*

Off-Campus Employment: _____

Supervisor Signature: _____

___: **Out-of-State:** A resident student needs to stay on campus because he or she cannot travel home because of the distance

Student's Signature: _____