



UNIVERSITY OF HARTFORD

Request to Stay Beyond Spring 2008 Hall Closing

200 Bloomfield Avenue, West Hartford, Connecticut 06117 860.768.7792 Fax 860.768.7902 reslife@hartford.edu

*Please complete this application request should you wish to remain in the residence halls or apartment areas beyond Wednesday, May 14th at 1PM. Only requests for university-sponsored involvements (on-campus jobs, assisting with commencement activities, etc.) or extraordinary circumstances will be considered. Requests for matters of convenience will not be granted. All applications must be submitted with supporting documentation (i.e. verification from supervisor or activity sponsor, proof of travel arrangements) to the Office of Residential Life in F Complex no later than **Wednesday, May 7th at 4:30PM.** Submitting this request does not automatically guarantee a housing extension. **Decisions will be communicated via e-mail.***

Due to cleaning and summer housing needs, all non-summer residents must vacate by 5PM on Sunday, May 18th - No exceptions!

Name: _____ ID Number: _____

Building & Room Assignment: _____ Phone: _____
Cellular Preferred

University E-mail Address: _____

Requested Date & Time of Extension: _____

Reason for Request: _____

All Requests Must Include Attached Supporting Documentation

Residents may stay in the residence halls or apartment areas beyond Wednesday, May 14, 2008 at 1PM ONLY if this request is approved. As always, residents must abide by all Office of Residential Life and university policies during their extension, and failure to do so may result in revocation of any previously authorized late stay. Finally, residents must understand they are responsible for checking-out of their housing assignment, following established guidelines, by the date indicated above. Please indicate your understanding and acceptance of these terms by signing below.

Student's Signature _____ **Date**

If you are registered for summer courses and have applied for summer housing, you will be required to stay in your current assignment (or leave your belongings in your room) until you are given notice that your summer housing assignment is ready. Moves will take place between May 18, 2008 and May 21, 2008. Once your assignment is ready you will be given no more than 24 hours to complete the move. Completion of this form is still required.

Office of Residential Life Use Only

Rationale for Decision

Approved
 Not Approved

Notification Sent Staff Signature: _____