



REQUEST FOR RESIDENCE EXTENSION

All students are required to leave residence 24 hours after their last academic commitment (paper, exam, etc.). Extensions may be granted for students with scheduling conflicts due to travel or other, *exceptional*, personal circumstances.

If you would like to request an extension, please complete this form. The Assistant Dean of Students will consider your request and will send you a response via the email address provided, on or before November 26, 2018. The Assistant Dean may request further information from you before making a final decision on your request.

This extension request form must be submitted to the Alex Hall front desk no later than midnight on FRIDAY, November 23, 2018.

*RESIDENCE CLOSES FOR THE HOLIDAY AT NOON ON DECEMBER 17, 2018.

**RESIDENCE RE-OPENS AT 10 a.m. ON JANUARY 6, 2018.

NSCAD students - please contact your Don for more information

Name: _____

Email: _____

Phone ext.: _____

Room # _____

Year of study: _____

Program: _____

*Date of last academic commitment: _____

*Reason - Paper/exam/other? Explain: _____

*Your requested **date & time** of extension: _____

(Note: If an extension is granted you must leave by this date & time)

Reason for extension request (provide details below): Travel Academic Other

Details: _____

*Note: For the sake of other students still studying, students granted extensions are asked to adhere to all residence policies and to abide by 23hr exam quiet hours. **Students not respecting these policies will have their extensions revoked and be asked to leave residence immediately.***