



## REQUEST FOR RESIDENCE EXTENSION - April 2019

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 you provided, on or before Monday, April 8, 2019. *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, April 5, 2019.**

\*RESIDENCE CLOSES AT NOON ON SATURDAY, APRIL 27, 2019. No extensions beyond this date can be considered.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Residence & room #: \_\_\_\_\_

Phone ext.: \_\_\_\_\_

Year of study: \_\_\_\_\_

Program: \_\_\_\_\_

\*Date of last academic commitment: \_\_\_\_\_

\*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 (choose one and 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.***