



## REQUEST FOR RESIDENCE EXTENSION for December 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 respond via the email address you provided on this request form, on or before November 25, 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, NOVEMBER 22, 2019.**

\*RESIDENCE CLOSES FOR THE HOLIDAYS AT NOON ON DECEMBER 16, 2019.

\*\*RESIDENCE RE-OPENS AT 10 a.m. ON JANUARY 5, 2020.

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

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

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

Room # \_\_\_\_\_

Which University: \_\_\_\_\_

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

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

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

\*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.***