

# MOVE-OUT LATE REQUEST FORM

All residents must complete and return this form  
to the Front Desk by April 2, 2021

## EXTENDED TERMS POLICY STATEMENT

The Student Residence Agreement (SRA) states:

**1.04 Extended Terms.** The Term of this Agreement may be extended by the Manager if the Resident applies in writing for an "Extension" in accordance with the Managers published policies about Term Extensions. Extensions are subject to availability. Priority will be given to Residents travelling from great distances, who demonstrate a special need, or who are enrolled in orientation or academic programs that begin early or continue beyond the Residence Term. Extensions may also be granted for any 'Early Move-In', 'Late Move-Out' or 'Summer Residence' programs offered by the Manager. Residents granted Extensions are subject to the fees detailed in **Table 3**. Any Resident found occupying a Room outside of the Term without approval from the Manager are subject to additional fees over and above those detailed in **Table 3**.

TABLE 3: Extended Terms	Start ("Move-In Day")	End ("Move-Out Day")	Fees
Summer Semester 2020	N/A	N/A	N/A
Academic Year 2020-2021	Aug 30, 31 Sept 1, 2, 3, 4 2020	April 28, April 29, April 30, May 1	\$35.00/day
Winter Semester 2021	N/A	April 28, April 29, April 30, May 1	\$35.00/day
* Customized By Manager			

## REQUEST AND PERSONAL INFORMATION

If you require to stay in residence after April 27, 2021 please complete this move-out late request form and submit it to the front desk no later than April 2, 2021. If your program continues past April 27, 2021, please complete this form and submit it to the front desk with a letter from your program coordinator. Depending on the duration of your stay, additional fees and room relocation may be required. If you have applied to stay in residence for the summer semester, you do not need to complete this form.

Submit the completed form and payment to the Residence Front Desk no later than April 2, 2021.

Please check off the day on which you would like to move-out:

April 28, 2021       April 29, 2021       April 30, 2021       May 1, 2021

Other \_\_\_\_\_ Move-out late date request \_\_\_\_\_

Reason for Extension Request \_\_\_\_\_

Program Name \_\_\_\_\_ Room Number \_\_\_\_\_

Last Exam Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Expected Move-Out Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## OFFICE USE ONLY

Accepted /  Denied      Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Manager Name \_\_\_\_\_ Manager Signature \_\_\_\_\_

Comments \_\_\_\_\_