

# Residence Checkout Extension Application & Contract

**REQUESTS RECEIVED AFTER 4:00PM ON APRIL 11 WILL NOT BE ACCEPTED AND WILL BE RETURNED “REQUEST DENIED.”**

Name (PRINT):	Student Number:
Building and Room #:	Cell Phone:
Date of last exam (as specified in residence email):	E-mail address (PRINT):
Date and time you are REQUESTING to remain until:	Travel Destination:

## **Part 1 – Explanation**

Extensions to stay in residence beyond 24 hours after a student’s last exam are typically only granted for one of the reasons listed below. Please indicate which applies to you by checking the appropriate box.

- My home is outside of Ontario and I am not able to schedule my departure within the specified time period.
- My final exam period has changed, or differs from the date indicated in my letter (attach official documentation).
- I have extenuating circumstances. (Extensions under this circumstance are only granted on an individual basis when all other alternatives have been examined. Please include documentation as appropriate.).

## **Part 2 - Documentation**

Some form of documentation is required by the Residence Office in order to grant an extension. This documentation must be submitted at the time of application and attached to this form. Examples of appropriate and required documentation would be a copy of any of the following items:

- Your plane or train ticket (note that you should make every attempt to modify your departure date to fit within the time you were originally expected to depart).
- A copy of the course outline, or official notice from your instructor or teaching assistant that would indicate when your final exam or other course obligation is scheduled.
- A copy of visa or passport indicating status as an international student.

### **Part 3 – Obligations and Personal Responsibility**

I understand that if I am granted an extension, I will be bound by the following conditions and failure to comply may result in my being required to leave residence with one hour notice, no matter what the time is or how inconvenient it may be to me. I also understand that my residence contract may be in jeopardy should I fail to comply with the stated conditions:

1. I will follow the residence community standards.
2. I will not interfere with the rights of other students to an environment conducive to study. This includes observing quiet hours and not having any overnight guests during the extension period.
3. I will vacate my room no later than the time indicated in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Part 4– Approval Signature**

#### **Final Assessment (to be completed by Residence Manager only)**

Granted

Request Denied for (reason): \_\_\_\_\_

\_\_\_\_\_  
Residence Manager

\_\_\_\_\_  
Date

**Notes:**

#### **Instructions for submitting this form (READ CAREFULLY!):**

1. Ensure you have provided all requested information on the form and attached copies of supporting documentation.
2. Submit the signed form, along with your documentation, to the Information Desk

**NO LATER THAN 4:00PM APRIL 11.**

**PLEASE NOTE:** You will receive an email indicating the result of your residence extension application within 2 business days of submission.