



CALIFORNIA STATE UNIVERSITY, STANISLAUS

HOUSING AND RESIDENTIAL LIFE

LATE CHECK-OUT REQUEST

CHECK-OUT POLICY: Residents are required to check-out on the final day of their contract period. Requests to move out after this date and time will be considered on an individual basis. Such a request must be accompanied by a written justification and will be subject to a \$50/night fee.

DEADLINE: All requests must be submitted to the Housing and Residential Life Office no later than 10 business days, prior to the last day of the contracted housing term.

Name: _____ ID#: _____
University E-Mail: _____ Phone #: (_____) _____
Cell Phone #: _____ Current Room #: _____

Contract Term:

- Summer Contract
Academic Year Contract
Year Round Contract
Fall Contract
Intersession/Spring Contract
Spring Contract

Requested Late Check-Out Date: _____

Reason:

Resident must read and sign the statement below:

- 1. I understand that I will be held accountable for any room damages or common area charges incurred during the extended period of stay. I understand that I am bound to the Housing Administrative Policies and Regulations of my Housing License Agreement during this time.
2. I understand that no overnight guests will be permitted within the Village during the extended period of stay.
3. I understand that if I am involved in any policy violations during the extended period of stay, this request may be revoked and I will be asked to leave and charged for the extended days that I have stayed on campus. A minimum charge of \$50 will be charged to my account if found responsible for policy violations. Furthermore, a hold may be placed on my student registration, transcripts, and student accounts for judicial and policy violations.
4. I understand that I must stay within my current room assignment and cannot move into a vacant bedroom/apartment.
5. I understand that if I have not checked out by the authorized check-out extension date, I will be charged an improper check-out fee of \$100 in addition to the daily charge of \$50.

Resident Signature: _____ Date: _____

OFFICE USE ONLY
Late Check-Out Denied
Late Check-Out Approved
Housing Representative Signature: _____
Email Sent to Resident [] Yes [] No Date: _____
Check-Out Date: _____ Time: _____
Date: _____