



CALIFORNIA STATE UNIVERSITY, STANISLAUS

HOUSING AND RESIDENTIAL LIFE

SPRING 2009 LATE CHECK-OUT REQUEST

Check-Out Policy: Residents are required to check-out 24 hours after their last final exam or by 2:00p.m., Friday, June 5, 2009, whichever comes first. Graduating residents, residents serving as standard bearers or those performing with the Commencement band may request a late check-out of 10:00 a.m., Sunday, June 7, 2009. 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 by 5:00p.m. , Friday, May 22, 2009. Requests submitted after the designated deadline may not be considered.

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

I am requesting a late check-out extension for the following reason (please check all that apply):
I am a graduating senior participating in a Commencement Ceremony Saturday Sunday
I am a standard bearer for a Commencement ceremony Saturday Sunday
I am performing with the Commencement band Saturday Sunday
Other: _____

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 for 2008/09 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.

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: _____