



## LATE CHECK-OUT REQUEST

Check-Out Policy: Residents are required to check-out by 12:00p.m., Saturday, May 25, 2019. Residents may request a late check-out of 12:00 p.m., Sunday May 26, 2019. The cost associated with this request is \$50.

- Note: Extensions cannot be accommodated beyond 12 p.m. on Sunday, May 26<sup>th</sup>.

DEADLINE: All requests must be submitted to Housing and Residential Life by **12:00p.m. Friday, May 17<sup>th</sup>**. Requests submitted after the designated deadline may not be considered.

Housing and Residential Life will review all submissions but cannot guarantee that your request will be approved. Additionally, documentation may be required to support the reason for the extension request.

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

I am requesting a late check-out extension for the following reason:

- Travel
- Other (please explain below)

Other: \_\_\_\_\_

Resident must read and sign the statement below:

1. I understand that I am extending my 2018-2019 Student Housing License until the check-out date of Sunday, May 26, 2019. In this regard I agree to fully comply with the terms and conditions of my Housing License Agreement.
2. I understand that I will be held accountable for any room damages or common area charges incurred during the extended period of stay.
3. I understand that I am bound to the Housing Administrative Policies and Regulations for 2018-2019 during this time.
4. I understand that no overnight guests will be permitted within the Village during the extended period of stay.

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**Housing and Residential Life | Division of Student Affairs**

One University Circle | Building 39 | Turlock, CA 95382 | T 209.667.3675 | F 209.667.3678 | [csustan.edu/housing](http://csustan.edu/housing)  
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5. 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.
6. I understand that I must stay within my current room assignment and cannot move into a vacant bedroom/apartment.
7. 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 in addition to the daily charge of \$50.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY** Email Sent to Resident  Yes  No Date: \_\_\_\_\_

Late Check-Out Approved Check-Out Date: \_\_\_\_\_ Time: \_\_\_\_\_

Late Check-Out Denied Staff Initials: \_\_\_\_\_

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