



LATE CHECK-OUT REQUEST

Full Summer* May 24 – August 8	Late Stay + Session A* May 24 – July 10	Session A & B June 1 – August 8	Session A June 1 – July 11	Session B July 12 – August 8
\$2,100	\$1,375	\$1,700	\$1,000	\$675

* **Full Summer** and **Late Stay + Session A** are only available to current residents who are currently living on-campus.

Check-Out Policy: Residents are required to check-out by **12:00p.m., Sunday, May 24, 2020**. *Residents with a completed Summer 2020 application may request a late check-out to help transition your academic year contract to your summer contract.*

DEADLINE: All requests must be submitted via email to Housing@csustan.edu by **12:00 p.m. Wednesday, May 20th**. Please note, the cost associated with late check-out requests is \$50 per day.

The 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:

- Current Spring Resident with a Summer 2020 Contract (please select the contract below)
 - Full Summer*
 - Late Stay + Session A*
- Other (please explain below)

Other: _____

OFFICE USE ONLY	Email Sent to Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	
Late Check-Out Approved:	Check-Out Date: _____	Time: _____	
Late Check-Out Denied:			Staff Initials: _____