EXTENDED STAY REQUEST FORM – DUE MONDAY, APRIL 18th

Name: ___________________________ G Number: _______________ Today's Date: ____________

Cell Phone: _________________________ Email: ______________________@mail.gvsu.edu

Building/Room#: _____________________ Requested Departure Date: ________________

Terms and Conditions

- Submission of this form does not guarantee your request will be granted. The department of Housing and Residence Life reserves the right to grant or deny any Extended Stay request.
- Living Centers and Apartments close on Friday, April 29 at 10pm. Any resident intending to remain in an on-campus housing building beyond this time must submit this form no later than Monday, April 18 at 5pm.
- Extended Stay requests submitted after Monday, April 18 are subject to an administrative late fee of $25.
- The latest departure date is Saturday, May 7 (this EXCLUDES Ravines residents who must move out by May 1). Residents may not remain in a housing unit beyond this date.
- Anyone approved for an Extended Stay will be required to complete a self-checkout using a checkout envelope.
- You are required to follow all University guidelines and Housing and Residence Life policies during your stay. Guests are not allowed in housing buildings after April 29.
- The University reserves the right to make alternate room assignments during break periods.

Extended Stay Cost: $30/day  Failure to Vacate Cost: $75  Improper Checkout Cost: $25

EXTENDED STAY

You have requested to remain in your housing assignment beyond the closing date of April 29 at a cost of $30 per day. (This charge may be waived for approved academic/university reasons).

Please check all that apply:

_____ Completion of an academic requirement. Please specify:

_____ Participation in athletics or campus organization. Please specify:

_____ On-campus employment. Please specify:

_____ Personal/family schedule. Please specify:

NOTE: The Extended Stay option is not available to students waiting to move into an off-campus apartment. Requests to remain on campus until an off-campus lease begins will be denied.

Student Signature
By signing, I agree to the terms and conditions stated above as well as any charges associated with my stay.

TRANSITION TO SPRING/SUMMER HOUSING

As a current resident in on-campus housing transitioning to Spring/Summer housing, you have two options for the semester transition. Please review the two options below and indicate your selection.

_____ Option #1 – CHECK-OUT/CHECK IN: Check-out of your Winter 2016 housing assignment by Friday, April 29 at 10pm. Check-in to your Spring/Summer semester housing assignment on Saturday, May 7 or Sunday, May 8. NOTE: GVSU does not offer any type of storage for student belongings. Residents choosing this option must move completely out of their current housing assignment and coordinate their own storage for the break period between semesters.

_____ Option #2 – TRANSITION: Remain in your winter housing assignment until your spring/summer assignment is ready for your arrival. The transition period typically runs the Wednesday of Finals Week through the Saturday before Spring classes, but the date depends on unit availability. If you choose this option, once notified you will have only 24 hours to move between units. NOTE: If you choose this option, you must remain on/near campus with your belongings packed and ready to relocate to your new assignment within 24 hours of notification. Failure to move within 24 hour notification will result in additional fees.

Student Signature  Spring/Summer Housing Assignment (if known)
By signing, I agree to the terms and conditions stated above as well as any charges associated with my stay.

HOUSING STAFF ONLY

☐ Approved  ☐ Denied  Cost: _______  Staff Initials: _______  Approved Through: _______