



Office use only:
Date request arrived in _____
Residence Life Staff/initials: _____

Early Arrival / Extended Stay in Housing Request

Request for early arrival to housing or late departure (check-out) from campus housing must be submitted to the Student Life Office no later than 72 hours before the date that is requested.

Name (Please Print) _____

Email _____

Hall/Room/Apartment/House _____ Mailbox # _____

Cell Phone # _____

Dates Requested _____ to _____

Reason for request (Be as specific as possible):

If request is granted, I understand there will be a charge of \$25 per day that will be applied to my student account if the reason for my stay is not school-related.

Different rates apply for early arrivals outside of arrival/move-in hours or for Winter Break.

(Student Signature)

Note: Campus Dining will be closed during breaks when classes are not in session.
All campus policies are still in effect. (Please see Student Handbook.)

For Office Use Only:

_____ Granted _____ Denied
_____ Response Sent: _____
_____ Door Card Activated: _____

**Please Return to: Office of Student Life
106 S. 6th Street
Forest City, IA 50436**

Email: reslife@waldorf.edu