# Residence Extension Application/Contract

<table>
<thead>
<tr>
<th>Name:</th>
<th>UCID:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Email:</td>
<td>Room #:</td>
<td>Building:</td>
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**Requested Extension Date and Time:**

**Date of Last exam:**

**Travel Destination:**

**Part 1 - Explanation**

Extensions to stay in residence beyond 24 hours after a student’s last exam are typically only granted for one of the reasons listed below. Please indicate which applies to you by checking the appropriate box and provide details.

- [ ] I have purchased a ticket for travel and am **unable to change** it to accommodate the need to leave residence within the specified period - **provide a copy of the ticket**.
- [ ] My travel plans require me to travel in excess of 500 km from Calgary and I am not able to schedule this within the specified time period - **provide your home town/city and why you cannot travel at this time**.
- [ ] My final exam schedule has changed.
- [ ] Other (Please Specify) __________________________________________________________

**Part 2 - Documentation**

In virtually all cases, some form of documentation is required by Residence Services in order to grant an extension. This documentation must be submitted at the time of application. Examples of appropriate and required documentation would be a copy of any of the following items:

- Your plane ticket (note that you should make every attempt to modify your departure date to fit within the time you were originally expected to depart by Residence Services).
- A copy of the course outline, or official notice from your instructor or teaching assistant that would indicate when your final exam is scheduled.
- A copy of your new lease with your name on it

**Part 3 - Common Reasons for Extension Denial**

There are a number of reasons why applications for extensions are not granted, some of the most common explanations are listed below:

1. Appropriate documentation was not supplied.
2. Contract was not signed.
3. Individuals with employment opportunities must seek accommodations off campus.
4. Students whose home is within 500 km, but where they are unable to arrange for transportation of personal belongings may not stay in residence. In this case, arrangements can sometimes be made for the resident to return after they have checked out and before residence closes to pick up the remainder of their belongings.
Part 4 - Obligations
I understand that should I be granted an extension, I will be bound by the following conditions and that failure to comply may result in my being required to leave residence with one hour notice, no matter what the time is or how inconvenient it may be to me. I also understand that my residence contract and future residence applications may be in jeopardy should I fail to comply with the stated conditions.

1. I will follow all Residence Community Standards and the Residence Services Agreement.
2. I will not interfere with the rights of other students to an environment conducive to study. This includes observing 23-hour quiet hours.
3. I will vacate my room no later than the time indicated in this document. I understand that I will be billed for an improper check-out should I not vacate on time.
4. I realize that I may not remain in my currently assigned room for the duration of my extension.

____________________________  ________________________
Signature of Student             Date

PLEASE RETURN THE COMPLETED FORM (WITH DOCUMENTATION) TO THE RESIDENCE SERVICES OFFICE BY

FRIDAY, NOVEMBER 22, 2019 at 4:00 p.m.

FORMS SUBMITTED AFTER THIS TIME ARE CONSIDERED LATE AND MAY NOT BE APPROVED. LATE APPLICATIONS ARE SUBJECT TO A $25 ADMINISTRATION FEE.

NOTE: STUDENTS MUST CHECK OUT BY 11:00am ON THE DATE GRANTED

Part 5 - Departmental Review (To be completed by Manager, Housing Services only)
1. Granted
2. Incomplete, therefore denied
3. Not Granted

____________________________________
Signature of Housing Services Representative          Date

Notes: