

LATE DEPARTURE FALL SEMESTER 2017

(Procedures for students remaining on campus)

Students graduating on Saturday, December 16, are not required to complete this form.

Students who wish to have a delayed checkout are required to complete the following process.

This form must be submitted to the Area Coordinator of your hall or area.

Resident students who remain on campus will be charged \$300 per week or \$43/night for time spent in Lindenwood housing after Saturday, December 16, at Noon. This charge includes meals when the cafeteria is open. This form is to be submitted to the Area Coordinator of your hall or area by December 8. Once the Area Coordinator has received this form, the cost to remain on campus past December 16 will be applied to your account. If you have questions, please contact your Area Coordinator or the Residential Life Office.

Student ID number: _____

Name: _____

(Please print)

First

Last

Phone number: (____) _____ Student E-mail: _____@lindenwood.edu

Campus address: _____

Hall/House

Room number

____ (Initial here) I have read and understand the instructions above and wish to remain on campus past the check-out time of Noon on Saturday, December 16.

Departure Date: ____/____/____ Number of days: _____ days

Amount Charged: \$____.____

Additional comments: _____

Student Signature: _____ Date: _____

Area Coordinator Signature: _____ Date: _____

Contact the Office of Residential Life at Reslife@lindenwood.edu or 636-949-4848.