

LATE DEPARTURE SPRING SEMESTER 2018

(Procedures for students remaining on campus)

Students graduating on Saturday, May 5, 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.

Semester students who remain on campus and eat meals will be charged \$25 per day for time spent in Lindenwood housing after Saturday, May 5, at Noon. This form is to be submitted to the Area Coordinator of your hall or area by April 25. Once the Area Coordinator has received this form, the cost to remain on campus past May 5 will be applied to your account. If this form is received after April 25 and approved, meals will not be included and the daily rate will remain the same. 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, May 5.

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.