

# LATE DEPARTURE

## SPRING SEMESTER 2021

(Procedures for students remaining on campus)

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 by May 1, 2021.**

Semester students who remain on campus will be charged \$35 per night for time spent in Lindenwood housing after Saturday, May 8, at noon. Graduating students are allowed to stay until Sunday, May 9, at noon. The dining hall will be closed starting Friday, May 7 after lunch. This form is to be submitted to the Area Coordinator of your hall or area by May 1. Once the Area Coordinator has received this form, the cost to remain on campus past May 8 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, May 8.

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.