THE COLLEGE OF WOOSTER

OFFICE OF RESIDENCE LIFE

Spring Late Check-Out Exception Form

May 10 - May 13, 2013

Deadline for Submitting: May 8, 2013

Return in Person to the Office of Residence Life, Culbertson Slater House

Resident Information

Name (Print Clearly)_____

Current Housing Assignment (Building)_____Room #_____

Contact #_____

I intend to stay in College housing for the following reason (Please check one that applies)

□ On-Campus Student Worker Position* (attach work schedule and supervisor contact information)

_____

□ Athletic Practice/Competition (Team)*_____

□ College Commitment (i.e: commencement workers/academic requirements/newspaper or yearbook staffs/band or choir, etc)*_____

□ Friday final*

□ Other/Personal (stay for graduation, travel plans, etc.)_____

***Required:**

Printed Name of Supervisor/Coach/Advisor_____

Signature of Supervisor/Coach/Advisor_____

I intend to stay in College housing for the following nights (please circle all applicable dates):

☐ May 10 ☐ May 11 ☐ May 12 ☐ May 13

If paying full nightly fee:
Number of days staying _____ x $25.00/Night= _____

Please read the following carefully:

1. This form must be completed and submitted no later than **Wednesday, May 8, 2013**. (*Late contracts may result in a delay in obtaining campus access. A **Late Registration Fee** of $25.00 may also be assesed.)*
2. I agree that I will not have overnight guests during the exception period.
3. I will be responsible for the security of the building, the condition of the room and any missing or damaged items.
4. I understand that I may be charged a housing fee of $25.00 per night for use of the room depending on the need of my stay in College housing. Students must notify the Office of Residence Life 24 hours prior to any date changes. Failure to notify the Office of Residence Life will result in a full assessment of charges.
5. I understand that there will be RAs/ RDs and Central Office staff members On Call and completing Daily Rounds should I need assistance. Information regarding how to contact these staff members will be posted at building entrances.
6. The Office of Residence Life will be open normal business hours throughout the exception period.
7. There will be no Meal Plan in effect after dinner Thursday, May 9, 2013.
8. There will be limited custodial services in open halls during the exception period due to staffing patterns.
9. I understand I need to make arrangements with either my Resident Assistant or another staff member in the residential unit for a check-out appointment and I must return my keys (if applicable) to the Campus Access Office prior to my departure.
10. I understand that any inappropriate behavior that would result in a judicial matter may result in termination of my exception.

I have read and understand the terms set forth for break housing:

Signed:_____Date:_____