



Graduate Apartment Extension Request

This form is to be completed and returned to the Student Housing Office by June 1. Extensions are only granted in rare instances for academic requirements or other extenuating circumstances. As of July 1, housing rates will increase and approved students will be responsible for paying the new rate.

NOTE: If you are not approved for an extension, your final move out date will be June 30.

All information must be completed on this form and additional materials attached at the time of your request.

IMPORTANT

- Each current contract holder must complete this form if interested in applying for an extension.
- Extensions may go no later than July 31.
- Students applying for an extension for academic reasons must have a letter from their principal advisor or dissertation committee chair stating the required due date

Name(L,F): _____ PUID: _____

Apartment: _____ Phone: _____

Department: _____ Dept. Phone: _____

Current Year of Study: _____ Married/Domestic Partner: _____ Single: _____

I request an extension until _____ (indicate date of scheduled defense)

By signing and returning this form, you are acknowledging the execution of notice of intent to vacate and will be charged the established rate of your unit effective July 1. This document shall become a permanent record and an official addendum to your present contract.

Student Signature: _____ Date: _____

You will be notified via email if your request has been approved or denied. If approved, there will be no cancellation or refund of charges. You will be billed up to the approved extension date.

Housing Office Use Only

Date Extension Approved To: _____

Student's Extension Rate (As of July 1) \$ _____

Roommate Extension Date (if applicable): _____ Date of Approval/Denial Email: _____

Staff Initials: _____