UNION UNIVERSITY
RESIDENCE LIFE

Late Departure Request

This form should be completed by the **faculty/staff sponsor** of the University-sponsored event and/or group for which students need to move off campus after to the end date of the semester.

Please fill out this form and return it to the Office of Residence Life (Box 1806). It is best to determine a move-out date with the Office of Residence Life (x5432) prior to communicating the planned date to your students, as some dates are not available for late departures. Students should plan to check out at the time designated below, after the Office of Residence Life has approved the request. They can check out at the Commons in their corresponding complexes.

Please be sure to turn in the completed form at least one month prior to the end of the semester. Thank you for completing a Late Departure Request form!

Name of Group: _____

Day & Date of Late Departure:_____

University purpose(s) for late departure: _____
_____
_____

Faculty/Staff Sponsor: _____ Cell phone (____)_____ Extension _____

Last Name	First Name	Student ID#	Complex	Bldg/Apt/Bedroom	Dates of nights needed