

## UFV Residence Contract Extension Application

Thank you for staying with us! As cited in the Residence Contract, you must vacate your unit 24 hours after your last exam. If you do need more time, you will need to fill out this application to request an extension. If you need to stay past the end of the exam period, please be aware that you will be charged \$25/night for each extra day.

**Name:** \_\_\_\_\_ **Unit Number:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Last Exam:** \_\_\_\_\_ **Extension Date Requested:** \_\_\_\_\_

**Explanation**

Extensions to stay in Residence beyond 24 hours after a student's last exam are typically only granted for one of the reasons listed below. Please indicate which applies to you by checking the appropriate box and provide details.

- I have purchased a ticket for travel and am **unable to change** it to accommodate the need to leave Residence within the specified period – **please provide a copy of the ticket.**
- My travel plans require me to travel in excess of 500 km from Abbotsford and I am not able to schedule this within the specified time period - **provide your home town/city and why you cannot travel at this time.**
- My final exam schedule has changed.
- My lease does not commence until the beginning of the month.
- Other (Please Specify)

**Documentation**

Some form of documentation is required by Housing Operations in order to grant an extension. This documentation must be submitted at the time of application. Examples of appropriate and required documentation would be a copy of any of the following items:

- Your plane ticket (Note: You should make every attempt to modify your departure date to fit within the time you were originally expected to depart by Housing Operations).
- A copy of the course outline, or official notice from your instructor to indicate when your final exam is scheduled.
- A copy of your new lease with your name on it.

**Obligations**

I understand that, should I be granted the requested extension, failure to comply with the following may result in my being required to leave Residence with one hour notice, no matter what the time is or how inconvenient it may be to me. I also understand that my Residence contract and future application may be in jeopardy should I fail to comply with the stated conditions.

- I will follow the Residence Handbook and Contract
- I am aware that there is a 24 hour quiet hour rule during the exam period.
- I will vacate my room no later than the date indicated in this document. I understand that I will be billed for additional time in Residence as well as an improper move-out should I not vacate.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

**Please Note: This form is due back no later than 1-week prior to exams commencing. Forms submitted after this time will be considered late and will be subjected to a \$25.00 administration fee. Fee must accompany application to be processed.**

## Please return completed application to Housing Operations

**Departmental Review (To be completed by Housing Operations)**

- Granted
- Incomplete
- Not Granted, see notes below

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature – Housing Operations*

\_\_\_\_\_  
*Date*

**Housing Operations**