



Lincoln University of Missouri
LATE STAY REQUEST FORM

Please print legibly. Incomplete or illegible forms will be not be approved for a Late Stay Request.

- The deadline for submission of this request is **12/6/2021** and to the Office of Residential Life in Young Hall. Requests received after **5:00 p.m.** will be approved on a case basis only and can have a **\$25 convenience Fee.**
- **Submission of this form is NOT a guaranteed approval.**
- If approved, you are still responsible for the terms and conditions outlined in your contract during the period of your extended stay. This includes all community policies and institutional rules, regulations and codes of conduct.
- During your extended stay, no visitors or guests are permitted.
- If approved, you must still complete a proper check-out at the end of your extended stay. Failure to do so may result in improper check-out charges and other fines as outlined in your contract.
- During your extended stay you may be required to transfer, be consolidated, or receive another roommate/suitemate.
- Be advised that staff will begin the process of cleaning & repairing. Staff may enter your room for inspections.

Resident's Name:

Lincoln ID#:

Building:

Unit/Room#:

Cell Phone #:

Today's Date:

If your request for late departure is due to Commencement or other Official University Event, charges may be waived. However, if the event is cancelled or for non-official event, charges of \$100 per person per day may be applied. All requests to Stay Late will be verified and false information will result in unapproved and referral to judicial.

Reason for Request:

- Commencement (Graduating, Walking, Performing only)
- Official University Sport Event: _____ Coach: _____
- Official University Event: _____ Department: _____
- Other (please explain):

Late Departure Date (2pm on): _____

Resident Signature

OFFICE USE ONLY		White copy (office)	pink (resident file)
Date Request Received		Received By:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied due to: _____		Charges for Extended Stay: \$	
Resident Notified on: / /		Forwarded to FM/Bookkeeper on: / /	