



Residences Summer Accommodations

<u>Front Office use</u>
C/O: _____

RESERVATION REQUEST FORM Extended Stay – Summer 2019

All students requesting to stay beyond noon on April 30th, 2019, must complete this Reservation Form and return it, to your respective front desk, along with full payment, **prior to April 18th, 2019**. Visa, Master Card, Amex, Interac and Student account transfer are all acceptable forms of payment. A one time late fee of \$25.00 will be charged for all reservations done after April 18th.

In the event of a cancellation, a fee equivalent to the first night will be applied.

Deadline for application: April 18, 2019

Name (first & last):	
Student ID number:	Tel. #: ()
Current Hall:	Room:
Mailing Address (Home):	
City:	Province / State:
Country:	Postal / Zip Code:
Home Telephone #: ()	
Date of Departure:	

Signature of Applicant: _____ **Date:** _____

<i>For office use only</i>			
Transfer to Student Account Total Fee: folio # _____		Amount: \$ _____	
<i>Date Received:</i>		<i>Original room:</i>	
<i>Deposit/payment:</i> <i>(type & Amount)</i>		<i>Transfer To Room #:</i> _____	
<i>Notice of move Sent (date):</i>		<i>Date of Move:</i>	