



## Application for Late Departure End of Year, 2019

As per your contract of residence you are required to vacate your room within 24 hours of your last exam. If you wish to apply for a late departure please complete this form and hand a hard copy to the office by no later than **Friday 1<sup>st</sup> November**. Please delay booking travel arrangements until you have received advice as to whether your late departure application has been approved

Resident Name

---

Room Number

---

Requested departure date

---

Reason for late departure

---

---

Please attach evidence to substantiate your request (eg uni enrolment, timetable, work roster).

What evidence have you  
attached?

---

If my late check out is approved, I agree to the following:

- I may be charged my ordinary nightly rate for the additional nights I stay
- I may be required to fully pack my room and move to another room
- I will abide by the 'Carnival is Over' conditions for the entirety of my stay and show respect for other residents who are still studying for exams

Signed:

Date:

---

Office use

Approved departure date:

---

Approved room:

---

Nightly rate:

---

Approved by:

---

Signed:

Date:

---