



HOUSING OFFICE EARLY ARRIVAL REQUEST FORM

An Early Arrival Request Form must be completed for any student who would like to move into campus housing earlier than the published arrival dates (Friday, August 30, 2019 for first year students or Sunday, September 1, 2019 (for returning students). Faculty or staff sponsoring students who wish to be granted early arrival status will submit an early arrival form to the Housing Office. Students needing to arrive early for employment, organizations, academic or athletic groups, etc. should contact their faculty or staff sponsor for inclusion on this list.

Please submit this completed form to the Housing Office at your earliest convenience, but no later than **Friday, August 2, 2019**.

Students with questions regarding their inclusion on a particular list and dates and times of arrival will be directed to the faculty or staff sponsor for information.

Questions regarding this process may be directed to the Housing Office, at 262.524.7330 or housing@carrollu.edu.

Individual Student Request (Non faculty or group sponsored)

Students who request early arrival status **will be charged an early arrival fee**. Please see below for specific amounts.

Student Name: _____ Student ID#: _____

Email: _____ Phone: _____

Reason for Request:

The Day You Would Like to Arrive (charges will be posted to your student account)

- Wednesday, August 28, 2019 (\$300 Returning Students or \$150 New Students)
- Thursday, August 29, 2019 (\$225 Returning Students or \$75 New Students)
- Friday, August 30, 2019 (\$150 Returning Students only)
- Saturday, August 31, 2019 (\$75 Returning Students only)

***NOTE:** Submitting this information does NOT guarantee early arrival status. Once you have submitted this form, you will be notified via Carroll email account as to whether or not you are allowed to arrive early and what charge will be associated with that arrival date.

You **MUST BE** approved by the Housing Office to stay overnight on campus prior to **Friday, August 30, 2019 (for first year students) or Sunday, September 1, 2019 (for returning students)**. You may not "stay" on campus with someone else who has been approved for early arrival. If you do, you will be charged the appropriate early arrival fee should we determine that you stayed on campus prior to your scheduled move-in day. You may also be cited for a conduct violation.

Student Signature: _____

Date: _____