**Louisiana Tech University**

**Department of Residential Life**

**Early Arrival Request**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle)

CWID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested move in date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fall 2019 Housing Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the reason an early arrival is requested:

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I understand that my lease is scheduled to begin on Monday, September 2, 2019 and all provisions of my lease agreement apply as of my early move in date, if approved.

Bottom of Form

Top of Form

I understand that, if my housing assignment changes after submission of this request, I must reapply for approval.

Bottom of Form

Top of Form

I agree to pay the $30 per night rate that will be assessed to the student account if the request is accepted and approved.

Bottom of Form

Top of Form

I understand that, if approved to move in early, the Department of Residential Life will have a specific check-in time each day to accommodate early arrivals and I must arrive during this time to move in on that date. If I miss this check-in time, I understand that I must wait until the next available early arrival move in date and time.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of StudentDate

**Email:** **housing@latech.edu** **Fax: 318-257-2030**

**Mail: The Department of Residential Life P.O. Box 3174 Ruston, LA 71272**

For Office Use Only: Approved Denied

Comments:

Bottom of Form

**Early Move-In Policy**

Early move in requires completion of the early move in request form. Students may begin applying for an early move in on July 1st and can do so until August 15th. Replies regarding approval or denial will not be emailed until after August 1st. Communication regarding the approval or denial will be sent to the email on file within our online housing portal system in addition to the email provided on this form.

Requests for early move in are rarely approved.  Students must show evidence of extraordinary circumstance and need for early move in. Early arrival is not permitted earlier than 7 days before the start of the quarter. August 26th is the absolute earliest any new residential student can move into their room if they have been approved. It is not an option to move into the rooms prior to this time as the University needs all available time to prepare the buildings and rooms for the fall quarter.

Students will be billed $30 for each day stayed prior to the official move in date of September 2, 2019. The total amount will be billed to the student’s account during the first week of classes. **Students who wish to be considered for early arrivals after the deadline date of August 15th will be subject to a late fee of $50.00** in addition to the $30 per night rate that will be assessed to the student account if the request is accepted and approved. Residents who arrive without approval may be turned away; those that can be accommodated will be charged a $100 fee in addition to the nightly rate assessed to the student account. Any first year student asking for an early arrival on the weekend of August 30th – September 1st will be denied, as our first year students already have the option to move in early by attending the first year community retreat, P.R.I.N.T.S.

Requests are not guaranteed to be approved. Many factors go into whether or not a request can be approved; cleaning, construction, furniture replacement, readiness of the space, etc.

Students that are part of an already approved group (Residence Life Staff, Athletics, Panhellenic, Band, etc.) do NOT have to request to come back early, as we get those lists from the group.

If your housing assignment changes between the time of the submission of your request/approval and the approved move in date, a new request must be submitted for the new housing location.

Should you have any questions regarding the early move in request process, please contact our office at 318-257-4917. We look forward to having you live on campus with us this fall!