

# Late Departure Request

## Move-out Process for April or May

### University Policies:

- Students are responsible for reading and understanding all details of the [Room and Board Contract](#) and [Code of Community Standards](#) before continuing. Please review these thoroughly, as completing this application indicates a student will uphold all information included in the publications and below.

### Consider Before Applying:

- Some students are permitted to remain after the published move-out dates because they are members of the Residence Life and Housing staff or are athletes who continue to complete. These students will receive detailed information about their move-out process from their group's representative, as they have prior permission.
- Other students, however, who want or need some additional time to move-out, may request permission to do so by submitting a Late Departure Request form. This form can be found on the MyRedlands Housing Portal under *Applications and Forms*.
- Students may request to leave one day later than their scheduled move-out date at a cost of \$100, billed to the student's account. **Prior to submitting a request, please remember to consult with financial supports to ensure understanding of the cost.**
  - Departure Schedule...

### Late Departure Schedule:

- Students scheduled to move out on Sunday, April 24<sup>th</sup> at 2pm would be extended to...
  - April Late Departure is Monday, April 25<sup>th</sup> by 5pm
- Students scheduled to move out on Sunday, April 24<sup>th</sup> at 2pm would be extended to...
  - May Late Departure is Saturday, May 26<sup>th</sup> at 5pm

For questions, please contact Residence Life and Housing at [RLH@redlands.edu](mailto:RLH@redlands.edu).