



Clarion Residence Life & Housing
218 Becht Hall
814-393-2352
clarionreslife@pennwest.edu

Spring 2023 Closing - Late Stay Request Form

Students who need to stay late must complete this form.

Approval is at the discretion of the Associate Director of Housing and Residence Life.

DEADLINE FOR APPLYING IS APRIL 28th by 4pm.

***** If you are an athlete and your team needs late stay housing, please speak to your coach, as they should have submitted your information to the Residence Life and Housing office directly. If they did, it will not be necessary for you to complete this form.**

Last Name: _____ First Name: _____

Current Room/Hall: _____ Student ID#: _____

Student School Email: _____ Cell Phone#: _____

Name of Sponsor (coach/program): _____

Coach/Program Contact Number: _____

Reason for Staying: _____

Students who are not graduating, participating in graduation, or required by the university to stay late may be charged a fee of \$50 per night (payable in advance). Please note that this fee covers room only.

Specific date and time you would like to leave:

**** Please note - THE DINING HALL IS NOT OPEN BEYOND FRIDAY.**

NO ONE WILL BE PERMITTED TO STAY WITHOUT PRIOR PERMISSION!

Student Signature: _____ Date: _____

**Please return to
The Residence Life and Housing Office in Residence 218 Becht Hall or
email to clarionreslife@pennwest.edu **NO LATER THAN APRIL 28th.****

Thank you!

FOR OFFICE USE ONLY:

Approved by _____