

Fall 2017

Early Return Request

Western Connecticut State University
181 White Street
Danbury, CT
06810
Phone: 203-837-8531
Fax: 203-837-8529
www.wcsu.edu/housing



- * Please provide all requested information, as any missing or incorrect information will delay or cause your application to be denied.
- * All requests must be received by **Friday, August 18, 2017**. Any request received after that date may not be considered.
- * Halls open on Friday, August 25 @ 9 am for new students, while returning students may move in on Monday, August 28 beginning at 10 am.
- * Classes begin on Tuesday, August 29.
- * Requests for early return may be denied based upon the needs of the University.

Please note that there are ONLY two periods of early move-in this year: 4 - 6 pm on Wednesday, August 23 or 4 - 6 pm on Saturday, August 26. There are NO other early move-in times permitted.

Name	<input type="text"/>	Campus email	<input type="text"/>
Student ID #	<input type="text"/>	Cell Phone #	<input type="text"/>
Class	<input type="text"/>	Requested move-in date	<input type="text"/>
Assigned Building	<input type="text"/>	Room Number	<input type="text"/>

I need to return early for the following reason(s) - please select from the list to the left, then supply the appropriate information on the right:

- Athlete on a recognized sport team
- Academic-based internship or class
- Live more than five (5) hours away from the campus
- Employed by a campus office
- International Student
- AccessAbility Request

Other

Sport/Coach	<input type="text"/>
Instructor Name	<input type="text"/>
City/State	<input type="text"/>
Supervisor Name	<input type="text"/>
Current Date	<input type="text"/>

If you wish to keep a copy of this form, please press the Print Form button to the left prior to submitting the form via email.

Please submit this form via email by clicking the Submit by Email button to the left.

If you have difficulty submitting this form via email, you may fax it to **203-837-8529**, or drop it off at the Newbury Hall Housing & Residence Life offices.

Once your request has been received and reviewed, you will receive an email via your WCSU email account advising you of the status of your request. If your request is approved, the email will provide you with your check-in procedures. If your request is due to an on-campus job or internship, your campus supervisor or internship coordinator must send an email to housing@wcsu.edu supporting your request.

Agreement (Please check the boxes next to each item):

- If approved for early return, I agree to follow all University and Housing & Residence Life policies. Further, I agree to abide by all policies and procedures established for break housing.
- I understand that if my request is not submitted by Friday, August 18, 2017, my application will not be considered.
- The submittal of this request by any means serves as my official signature on this document.

