

CONTRACT EXTENSION APPLICATION

Step 1: Personal Information

Date _____ Student Number _____
 Last Name _____ First Name _____
 Daytime phone number _____ Room number _____
 Email address _____

Step 2: Dates Requested: January 5, 2025 - April 24, 2025 (contract end date). Please note if you wish to remain in residence beyond the contract end date you will need to apply for the spring or spring/summer term and pay the \$60.00 application fee.

Step 3: Reason for request – please fill this out with as much information as possible including the time you expect to depart:

By signing this form you are indicating that you wish to extend your residence contract and will pay all additional nightly fees for each additional night in residence. By signing this form you are also indicating that you have read and understand the Accommodation Agreement and the Termination of Agreement by the Resident section of that agreement and agree to continue to abide by the residence conduct guide.

Signature _____ Date _____

Once completed, printed and signed, this form may be submitted to Residence Services as follows:

1. Scanned and emailed to residence@mtroyal.ca as a PDF document
2. Brought to the Residence Office located in Building 'B' of West Residence during business hours of Monday to Friday 8:30 AM to 8:00 PM
3. Faxed to 403.440.6281

Office Use Only

Form received _____ (date) Received by _____
 Student contacted _____ (date)
 Calculated fees _____ (date)