

REQUEST FOR EARLY ARRIVAL

Residence Services will grant a request to move in early in some exceptional circumstances.

1. Your school program begins earlier than the posted term start date.
2. You are required to be on campus due to MRU Athletics, working on campus, or volunteering at MRU.
3. You are an international student.

Students asking to check in early for these reasons may move into residence up to 10 days prior to the start of their school related commitments. They will be charged the student rates for the additional nights.

Students requesting to check in early that do not meet the above requirements or that are requesting a move in date of more than 10 days before their program start date, may be approved subject to the reason for the request and availability. The student will be charged the nightly casual guest rate rather than the student rate for the extra nights if the request is approved.

Step 1: Personal Information

Date	Anticipated arrival date	Student Number
Last Name	First Name	
Daytime phone number	Email address	

Step 2: Reason for request. Be specific, you may not be approved without a full explanation.

****If you are requesting to arrive early due to a medical condition, proper documentation from your treating physician must be accompanied with this form.**

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 4:30 PM
3. Faxed to 403.440.6281

Office Use Only

Move in form received _____ (date)

Received by _____

Student contacted _____ (date)

Calculated fees _____ (date)