Early Arrival REQUEST

Students may need to arrive early to campus due to their involvement in leadership positions within student organizations, facilitators of orientation events, varsity athletic practices, or other matters of university business. **Any resident assigned to a residence hall seeking approval to arrive to campus before the official opening dates must be confirmed as an eligible early arrival by an authorized department or organization and then approved by Residence Life.**

Please follow all procedures as outlined under early arrival guidelines.

Name/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Number of Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summer Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summer Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Need to return early for the following reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff Member (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President approval (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All requests are due by Friday, July 8, 2022**

In order to adequately prepare for the arrival of students in the fall, the following guidelines have been set for students who need to return early:

Any resident seeking approval to arrive to campus before the official opening date must be confirmed as an eligible early arrival by an authorized department or organization and then approved by Residence Life.

***Please note an important change: All groups approved to return early are asked to assist with Move-in Day (August 19).***

**Early Arrival Group Request:**

* Student organizations that need to have members of their group arrive on campus earlier than the posted opening date of 8:00 am, Friday, August 19, 2022 must submit this Early Arrival Request Formwiththeir Vice President’s signature/approval.
* A student roster (using the excel document attached) must also be electronically submitted to Shauna Zupan by emailing szupan@elon.edu by Friday, July 8th.
* The request form will be reviewed jointly by the Vice President for the group’s area and Residence Life.
* **PLEASE NOTE: Student groups that receive approval for an early arrival can move in no sooner than Wednesday, August 3, 2022 at 8am and no later than Wednesday, August 17, 2022 at 12pm (noon).**
* **Students who are approved to return are not allowed to have visitors or other guests in their residence before the start of the semester. Students who are found to have let other students/guests in their residence will be fined.**

**Policy for students not approved to arrive early:**

* Returning students not affiliated with a campus organization who request to return to university residence halls earlier than the posted opening date of 8:00 am Sunday, August 21, 2022 will not be approved.
* We are unable to accommodate students who arrive earlier than their approved date.