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 student 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**All requests are due by Friday, July 7, 2023**

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 student 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.

***All groups approved to return early are required to assist with Move-in Day (August 18).***

**Early Arrival Group Request:**

* Departments that need to have members of their group arrive on campus earlier than the scheduled move in date must submit this Early Arrival Request Formwiththeir Vice President’s or supervisor’s signature.
* A student roster (using the excel document attached) must also be electronically submitted to Danielle Vosburgh by emailing dvosburgh@elon.edu by Friday, July 7th.
* **PLEASE NOTE: Student groups that receive approval for an early arrival can move in no sooner than Wednesday, August 2, 2023 at 8am and no later than Monday, August 14, 2023 at 8pm.**
* **Students who are approved to return are not allowed to have visitors or other guests in their residence hall before the start of the semester.**

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

* Returning students not affiliated with a campus department who request to return to university residence halls earlier than the posted opening date of 8:00 am Sunday, August 20, 2023 will not be approved.
* We are unable to accommodate students who arrive earlier than their approved date.