

LATE STAY REQUEST EMAIL: TO BE SENT OUT Tuesday, May 13, 2025

Subject: Seventh College Late Stay Requests - Spring Move Out 2025

Hello, Seventh College Residents,

As Spring Quarter ends and Move Out approaches, all residents should be preparing to move out of on-campus spaces **no later than 3pm on Saturday, June 14th, 2025**, or within 24 hours of the last final exam of Spring Quarter, whichever comes first. However, we do understand that some residents may need to request to stay later than the Spring 2025 Move Out deadline. Please see below for information regarding the late stay request process:

To make a Late Stay Request, log into your [Housing Portal](#); select the “2024-25 UG Housing Terminations & Move Out” drop down menu, and then select the “Late Stay Request Form”. In this form, you must select the reason for your request and share a few sentences describing your circumstances. We encourage you to share as many details as possible so that we can accurately review your request.

IMPORTANT LATE STAY REQUEST DETAILS

- Due to summer housing needs, residents who are NOT a part of Summer Housing in Summer Session I can request to stay in their Seventh apartments **no later than 11pm on Sunday, June 15th, 2025**. **If you request to stay past this date/time and you are not a part of Summer Housing in Summer Session I, your request will be denied - no exceptions.**
- The Late Stay Request Form will be open from **Monday, May 12th, 2025** thru **Monday, June 2nd, 2025**. All residents who make a Late Stay Request will receive their approval/denial via student email by **Friday, June 6th, 2025**. **ALL Late Stay Requests submitted after the June 2nd deadline will be denied - no exceptions.**
- We reserve the right to deny any late stay requests - just because you fill out a request form does not guarantee that you will receive an approval. **If your request is denied, you MUST move out no later than 3pm on Saturday, June 14th, 2025 - no exceptions.**
- We may reach out to you via your student email for additional documentation to support your late stay request (to verify travel, other extenuating circumstances, etc.) prior to approving/denying. **If you do not provide additional documentation by the June 2nd request deadline, your request will be denied - no exceptions.**
- You must have concrete reasoning in order to have a late stay request approved. Reasonings include: *Emergent/suddenly changed travel, Graduation, Summer Housing*

Session I Early Move-in, etc. **Requests made with no concrete reasoning or solely out of convenience will be denied - no exceptions.**

- Depending on the volume of late stay requests we receive, we may approve your late stay at an earlier date/time than requested. **Please reach out to our office if you have questions or concerns surrounding the date/time that you are approved for.**

Thank you for taking the time to review this Late Stay Request information. Feel free to reach out to our office with any questions or concerns!

Best,

Seventh College Residence Life