

## OVERNIGHT FORM FOR DAY STUDENTS

There are several overnight scenarios, please read the options below and check the appropriate box.

- 1-3 nights (free):** no more than 2 nights may be Study Hall nights, staying on air mattress or unoccupied bed if available, student coordinates with host and Dean of Students office
- 4-7 nights (\$25 per night):** staying in unoccupied bed (based on availability), student/family coordinates with DOS office
- 8+ nights:** requests for more than 7 nights require a conversation with the Director of Residential Life or the Dean of Students
- On Board Experience:** do not use this form to participate in the On Board Experience, please see the website and communicate with the Dean of Students office for more information regarding this program

This form must be completed with all signatures and approvals (including authorization from the Director of Residential Life or the Dean of Students) at least 24 hours **prior** to your stay. Stays of 3 nights or longer must be submitted and approved at least 1 week in advance of your stay. Requires signature from parents and either the Dean of Students or Director of Residential Life.

**Day Student's Name** \_\_\_\_\_

**Hostess** \_\_\_\_\_

**Day Student's Cell** \_\_\_\_\_

**Hostess Signature** \_\_\_\_\_

**Roommate Signature** \_\_\_\_\_

**Nights staying at school: Circle date(s)**

**Dorm and room number** \_\_\_\_\_

Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May. Jun.

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30 31

**Reason for overnight** \_\_\_\_\_

\_\_\_\_\_

**Parental Permission** \_\_\_\_\_

**Parent Cell** \_\_\_\_\_

\_\_\_\_\_  
**Authorized by Dean of Students or Director of Residential Life**

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**Distribution: AOD DESK** \_\_\_\_\_  
**HWC** \_\_\_\_\_  
**DORM PARENT** \_\_\_\_\_

**Date Requested** \_\_\_\_\_  
**Outlook Sent** \_\_\_\_\_  
**Date Submitted** \_\_\_\_\_  
**HWC correspondence shared with Dorm team?** yes / no