
NEW YORK UNIVERSITY SCHOOL OF LAW

Summer Living in New York City Program
2019 Request to Change Dates of Stay

Upon receipt of your request a \$25 nonrefundable processing fee will automatically posted to your NYU Bursar account. Incomplete request will not be processed. **Requests must submitted within 10 days from your initial assignment date. Please note the following:**

- All Requests to Change Dates of Stay must be submitted in writing to the Office of Residential Life, 240 Mercer Street, by the individual applicant prior to check-in.
- **After check-in, residents are bound to the full license period and may not request to shorten their confirmed dates of stay.**
- **No request to change an arrival or departure date is guaranteed.**
- Upon receipt of your request a \$25 nonrefundable processing fee will automatically posted to your NYU Bursar account.
- Your initial reservation does not give you priority for changing your dates of stay.
- Requests must submitted within 10 days from your initial assignment date.
- Unless a written request to shorten a length of stay is approved, the license binds you to the full license period.
- Residents are charged on a full-week basis (Sunday-Saturday) regardless of whether they arrive later or leave earlier than the confirmed lease period.
- **Requests to arrive prior to June 2, 2019 or to extend past August 3, 2019 will not be granted.**

Name _____ NYU ID N _____
Assignment Building: _____ Room: _____ Email _____

Reason for Request: _____

2019 SUMMER HOUSING SCHEDULE

- | | |
|---|--|
| Week 1: Sunday, June 2 – Saturday, June 8 | Week 6: Sunday, July 7 – Saturday, July 13 |
| Week 2: Sunday, June 9 – Saturday, June 15 | Week 7: Sunday, July 14 – Saturday, July 20 |
| Week 3: Sunday, June 16 – Saturday, June 22 | Week 8: Sunday, July 21 – Saturday, July 27 |
| Week 4: Sunday, June 23 – Saturday, June 29 | Week 9: Sunday, July 28 – Saturday, August 3 |
| Week 5: Sunday, June 30 – Saturday, July 6 | |

CHANGE OF ARRIVAL AND/OR DEPARTURE DATE:

- I would like to change my arrival date.
Original Date: _____ New Date: _____
- I would like to change my departure date.
Original Date: _____ New Date: _____
- Signature: _____ Date: _____