
NEW YORK UNIVERSITY SCHOOL OF LAW

Summer Living in New York City Program
2018 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:

- Your initial reservation does not give you priority for changing your dates of stay.
- Residents are charged on a full-week basis (Sunday – Saturday) regardless of whether they arrive later or leave earlier than the confirmed lease period.
- **Unless a written request to shorten a length of stay is approved, the license binds you to all terms for the full license period.**
- If your hall/room is not available at the time of your extension request, you must check-out by your original departure date.
- **Requests to arrive prior to May 27, 2018 or to extend past August 4, 2018 will not be granted.**
- **No request to change an arrival or departure date is guaranteed.**

Name _____ NYU ID N _____

Assignment Building: _____ Room: _____ Email _____

Reason for Request: _____

2018 SUMMER HOUSING SCHEDULE

Week 1: Sunday, May 27 – Saturday, June 2	Week 6: Sunday, July 1 – Saturday, July 7
Week 2: Sunday, June 3 – Saturday, June 9	Week 7: Sunday, July 8 – Saturday, July 14
Week 3: Sunday, June 10 – Saturday, June 16	Week 8: Sunday, July 15 – Saturday, July 21
Week 4: Sunday, June 17 – Saturday, June 23	Week 9: Sunday, July 22 – Saturday, July 28
Week 5: Sunday, June 24 – Saturday, June 30	Week 10: Sunday, July 29 – Saturday, August 4

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: _____

Submit The Completed Form To:

NYU School of Law • Department of Residence Services • 240 Mercer Street • New York, NY 10012