

**OAKLAND UNIVERSITY
DEPARTMENT OF UNIVERSITY HOUSING
EXCEPTION TO STAY REQUEST FORM**

NAME _____ **DATE** _____

HALL AND ROOM ADDRESS _____

OAKLAND UNIVERSITY EMAIL _____

CELL _____ **PHONE** _____ **GRIZZLY**
ID# _____

Please explain in detail the extenuating circumstance that necessitates you to remain in housing during this scheduled recess or break period.*

***Please Note:** If your employment situation necessitates your stay, you must submit a written statement from your employer explaining your employment situation including work schedule and contact information. This statement must be submitted with this form in order to have this request reviewed. An exception may not be granted unless you have submitted a contract for the following semester.

EMPLOYER _____ **SUPERVISOR** _____

ADDRESS _____ **TELEPHONE** _____

OFFICE USE ONLY

APPROVED _____ ENTIRE RECESS/BREAK _____ CHARGE \$ _____
NO CHARGE - STAFF _____ NO CHARGE - ATHLETICS _____

.....
APPROVED _____ PARTIAL RECESS/BREAK _____ CHARGE \$ _____
NO CHARGE - STAFF _____ NO CHARGE - ATHLETICS _____
PARTIAL RECESS/BREAK DATES: _____

.....
DENIED _____ HALL DIRECTOR'S INITIALS _____ DATE _____