

FIRS Extension Request



FIRS residents must maintain full-time enrollment at NU in order to qualify for continued residency. Residents who graduate or are not registered for the following semester are expected to vacate their FIRS apartment within 30 days of their last class. **You must complete this form as an indication that you are requesting an extension to stay in your current apartment.** Your request will be handled as quickly as possible. Since all actions must be done in writing this process may take several weeks. Please complete the following information to assist us in acting upon your request.

Name: _____	ID #: P000 _____	Apt #: _____	
I am (✓ all that apply):	<input type="checkbox"/> TRAD Student	<input type="checkbox"/> Grad Student	<input type="checkbox"/> CELE
	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	

WHEN is your current check-out date? _____

Dates pertain to the time *after* your current contracted time would end. (i.e., End of the semester)

WHAT is your desired check-out date? _____

WHY are you requesting/desiring an extension?

Please explain:

Turning in a FIRS Extension Request form does not guarantee an extension. All approvals for extensions must be reviewed by the Housing Appeal Board.

Please email this completed form to housing at housing@northwestu.edu.

Resident Signature: _____ **Date:** _____

HC Notes:

- Approved
- Denied
- Conditions: _____
- Student emailed
- HC Initial & Date: _____