



evergreen

Residential and Dining Services

Extended Absence Form

Name _____ Student A# _____

Room/Apartment _____ Current Phone/Cell _____ Phone During Absence _____

Departure Date _____ Return Date _____ Reason for Departure _____

Other Contact Info During Absence _____

Resident Signature _____ Date _____

Residents may seek an Extended Absence by completing and submitting this form. **Extended Absences are available at the discretion of Residential and Dining Services. When approved, residents are able to keep their space, leave their belongings, and pay only a portion of the typical housing rate during their absence.**

To qualify, a resident must make arrangements in advance if they will be away from Evergreen for more than 30 days for one of the following:

- Academic internship, individual learning contract, or study abroad which requires the resident to live outside Thurston County for a period of 30 consecutive days or more during an academic quarter. Please take this form to your **Faculty member** to be signed and returned to the Residential and Dining Services Office with a **copy of your Internship/Individual Learning Contract or class itinerary/syllabus** seven (7) days before you intend to check out.

Program/Internship Title _____

Area you will be staying _____
(City, State, Country)

Faculty Signature _____ Date _____

- Medical Leave. This requires a licensed physician's statement on office letterhead explaining why the medical condition requires you to be away from school for an extended period.
- Leave of absence for one quarter. Please attach a statement of why you are taking a leave of absence and what your academic plan will be for the following quarter.

If an Extended Absence is approved:

- I have a mandatory meal plan I would like to suspend while I am absent. I understand my meal plan will be reactivated when I return.
- I do not have a meal plan.

If an Extended Absence is approved, the resident will be billed for the number of days the room was occupied prior to their departure, and charged at 1/7 of the daily rate during their absence. The daily rate can be found by dividing the quarterly rate (found on our website at <http://www.evergreen.edu/rad/rates.htm>) by the number of days in the quarter.

Completing this form does not complete the Extended Absence process. It must be approved by Residential and Dining Services. When approved, to complete the process you must secure your space by locking the doors and windows prior to your departure, disposing of any food or other items that might become odorous or problematic. **You must turn your keys into the Residential and Dining Services office upon your departure. Failure to complete this process could result in additional fees.**

Residential & Dining Services _____ Date _____