

# Academic & Trades EXTENSION FORM

## Prince George Campus Housing

OFFICE USE ONLY	Date Received	dd  mm  yyyy	Canceled	dd  mm  yyyy
	Date Room Extension Approved	dd  mm  yyyy	Notes	

Submit form **directly to [campushousing@cnc.bc.ca](mailto:campushousing@cnc.bc.ca)** from your personal email. Extensions are subject to availability and assignments sent via email. **\*\*If you are contracted for the academic year, do not provide an extension for Dec-Jan break. BEFORE completing this form, you are required to read the CSH. Proceed only once you have done so.**

Submit this form if you are requesting to:

1. Extend your accommodation within 1-14 weeks prior to and/or after a term date, at the weekly rate.  
*Example: Extend from April to May (weekly) for practicum.*
2. Extend your accommodation beyond 14 weeks, at the term rate; this may require a combination of term plus weeks.  
*Example: Extend from December to May (term + weekly).*

First name	Cell phone	Student ID
Last name	Personal email	

HOUSING TERMS 2024-25	FORM DUE BY	FULL FEES DUE BY
<b>Summer</b> May 6 to August 24 2024	<b>April 15</b> to extend beyond August	<b>April 30</b>
<b>Fall</b> August 30 to December 14 2024	<b>October 15</b> to extend beyond December	<b>August 31</b>
<b>Spring</b> January 2 to April 26 2025	<b>February 15</b> to extend beyond April	<b>December 31</b>

### Detailed Extension Dates | Academic weeks are Sunday to Saturday | We do not do nights or half weeks

Extend from (last day of term)  dd  mm  yyyy	to	last consecutive day  dd  mm  yyyy
Duration on campus # of weeks	<b>and/or +</b> # of term(s)	Current Room #
Program Name	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Trades <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	

### Room Extension Terms & Conditions | In addition to existing Terms and Conditions

1. Authorization for staff to process and post extension fees. All fees posted to CNC Connect; the Housing office does not process payments or take cash.
2. Housing fees due as per due dates on CNC Connect account. Late fees applicable for late payments; see Security Deposit Guidelines & Fines for reference.
3. Limitations around extensions: Will not extend anything less than 15 weeks into Fall term or anything less than 8 weeks into Spring term; see staff directly for details.
4. Extensions due by deadlines; late extension requests subject to Manager approval and room availability.
5. All conditions above understood and agreed to.

*In making this application, I have personally read the contents in its entirety, and agree to the terms, conditions, and processes described within, and that all of the information I have provided is correct. I acknowledge that residing on campus requires compliance with Housing policies. I agree to conduct myself in alignment with the Community Standards and if unable to do so, agree to make alternate living arrangements.*

Your Signature	Date of signing  dd  mm  yyyy
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This information is collected for the purpose of securing accommodations at CNC. Your privacy is protected under the Freedom of Information and Privacy Act, limiting how your information may be used or disclosed. Please contact the Freedom of Information Coordinator, College of New Caledonia, at 250 561 5828.