

Academic & Trades EXTENSION FORM

Prince George Campus Housing



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|-----------------|------------------------------|--------------|----------|--------------|
| 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 from your personal email. Extensions are subject to availability per term. ******If you have registered for the academic year, **do not** provide an extension for the Dec-Jan break.

BEFORE completing this form, you are required to read the [Community Standards handbook](#). Proceed only once you have done so.

Submit this form if you are requesting to:

- 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 extended program
- Extend your accommodation beyond 14 weeks, at the term rate (this may require a combination of term plus weeks)
Example: Extend from December to April (term).

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|------------|----------------|------------|
| First name | Cell phone | Student ID |
| Last name | Personal email | |

| HOUSING TERMS 2025-26 | FORM DUE BY | FULL FEES DUE BY |
|-------------------------------------|---|------------------|
| Summer April 27 to August 16 (2025) | April 15 <i>to extend beyond August</i> | April 26 |
| Fall August 27 to Dec 13 (2025) | October 15 <i>to extend beyond December</i> | August 16 |
| Spring Jan 1 to April 25 (2026) | February 15 <i>to extend beyond April</i> | December 13 |

Detailed Extension Dates | Academic weeks are Sunday to Saturday | Weekly charges between terms may apply

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|--|---|------------------------------------|
| Extend from (last day of term) dd mm yyyy | to | last consecutive day dd mm yyyy |
| Duration on campus # of weeks | and/or + # 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

- 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.
- Extensions will only be approved per term; students must be registered fulltime CNC students and in good standing to be approved for extension.
- Housing fees due as per posted. Late fees applicable for late payments; see Security Deposit Guidelines & Fines for reference.
- 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.
- Extensions due by deadlines; late extension requests subject to Manager approval and room availability.

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 |
|----------------|-------------------------------|

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.