

# Academic & Trades EXTENSION FORM

## Prince George Campus Housing

<b>OFFICE USE ONLY</b>	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 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:

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 extended program*
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 April (term).*

First name	Cell phone	Student ID
Last name	Personal email	

HOUSING TERMS 2025-26	FORM DUE BY	FULL FEES DUE BY
Summer May 4 to Aug 22 (2026)	April 15 to extend beyond August	April 25
Fall Sept 1 to Dec 19 (2026)	October 15 to extend beyond December	Aug 22
Spring Jan 4 to April 24 (2027)	February 15 to extend beyond April	Dec 19

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

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

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. Extensions will only be approved per term; students must be registered fulltime CNC students and in good standing to be approved for extension.
3. Housing fees due as per posted. Late fees applicable for late payments; see Security Deposit Guidelines & Fines for reference.
4. 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.
5. 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.