



Summer@Brown
OVERNIGHT LEAVE FORM
 for unsanctioned off-campus trips and
 overnight stays

Brown University
 Box T
 Providence, RI 02912
 Tel: 401-863-7900 Fax: 401-863-6219

Policy: When leaving campus overnight, students are required to notify their Resident Advisor at least **three** days in advance. Students must inform their parents/guardian that they will not be at Brown. Continuing Education requires parental/guardian approval before permission is granted.

Parents/guardians should fax a signed copy of the Overnight Leave Permission form to the attention of the Student Affairs Intern in Continuing Education at least two days in advance to (401) 863-6219.

Additional forms are available on our website or parents/guardians can request the form by contacting the Student Affairs Intern at (401) 863-6211 (Mon. - Fri. 8:30 a.m. – 4:30 p.m.).

Please Print Clearly

STUDENT INFORMATION:

Name of student: _____

Residence Hall and Room (must complete): _____

Name of Resident Advisor (must complete): _____

Destination of overnight stay: _____

Address: _____

Telephone number where student can be reached: _____

Reason for leaving campus: _____

Date of departure: _____

Date of return to campus: _____

PARENT/GUARDIAN INFORMATION:

Parent or Guardian authorizing permission: _____

Home telephone number of Parent or Guardian: _____

Work number: _____

Cell phone: _____

Signature of Parent or Guardian: _____ Date: _____

The Overnight Leave form is not intended as a means to stay out after curfew.