



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

Brown University
 Box T
 Providence, RI 02912
 Tel: 401-863-6868 Fax: 401-863-1331

Policy: When leaving campus overnight, students are required to notify their Residential Advisor at least **two 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 Kate Tompkins in Residential Life at least two days in advance to (401) 863-1331.

To check the status of an overnight leave form please email RD-oncall@brown.edu. Forms are processed daily at 9am and 9pm. Please allow adequate time for processing.

Additional forms are available on our website or parents/guardians can request the form by contacting the Office of Residential Life at (401) 863-6868 (Mon. - Fri. 8:30am – 3:30pm).

STUDENT INFORMATION - Please Print Clearly

Name of student: _____

Residence Hall and Room (must complete): _____

Name of Residential 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.