

July 6, 2004

Dear Staley and Virginia residents:

Please complete the form below and mail it back to Residence Life by August 2, 2004. This form allows us to be ready to remove the bed from your room prior to your arrival on campus.

If you have any questions, please call the Office of Residence Life at (336) 278-7300.

We look forward to you arriving on August 27 for incoming freshmen and August 28 for returning students.

Early Loft Reservation Staley and Virginia Residence Halls

I request that my bed frame be removed from my room prior to the beginning of the 2004-2005 academic year to allow me to use a loft. I understand that lofts may be purchased for use only in Virginia and Staley.

Name (print): _____

Social Security #: _____

Hall and Room Number: _____

Campus Box: _____ Permanent Phone Number: (____) _____

Permanent Address: _____

Student's Signature: _____

The student's mattress will be left in their room to be used with the loft.

Please complete and return form by August 2, 2004 to:

**Residence Life
Attention: Early Loft Reservation
2980 Campus Box
Elon, NC 27244**