

SPECIAL PERMISSION REQUEST FORM FOR GUEST ATTENDANCE AT MAC-CARE ACCOMMODATION SITE

LEARNER INFORMATION			
Learner Last Name:	Learner First Name:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Student ID #:
Program:	Level:	Academic Home Base:	
Learner Address:			
Learner Home Phone Number:	Learner Mobile Phone Number:	Learner Email:	
LEARNER GUEST INFORMATION			
#Guests:	Family: Y <input type="checkbox"/> N <input type="checkbox"/>	Children: Y <input type="checkbox"/> N <input type="checkbox"/>	
Guest Last Name:	Guest First Name:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Guest Home Address:			
Guest Phone Number:	Guest Mobile Phone Number:	Guest Email:	
Guest Car Type:	Guest Car Colour:	Guest Car License Plate:	
ROTATION INFORMATION			
Rotation Specialty:	Rotation Start Date:	Rotation End Date:	
ACCOMMODATION INFORMATION			
Rotation Accommodation Location:			
Special Guest Permission Date Requested:	Request Approved: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date Approved:	
Approved By (i.e., Landlord):	Approval Received by (Mac-CARE Administrator):	Date Learner Informed of Approval:	
Acknowledgement			
<p>The request for guest permission at the above accommodation site must be approved by the landlord/renter <u>and</u> Mac-CARE Program at least one month <u>prior</u> to the arrival of the guest. It is the learner's responsibility to ensure that this process is completed in a timely fashion. The learner who is approved for this Mac-CARE funded accommodation is entirely responsible for the guest, including any actions by the guest that may have ramifications with respect to arrangements the learner has made with Mac-CARE and/or the landlord/renter. In the instance of a violation of any of the policies, procedures, or contractual arrangements by the learner or his/her guest, the learner and/or his/her guest may be asked to leave the accommodation site and further expenses, including those imposed via contractual arrangements, may be deemed the learner's responsibility.</p> <p>I acknowledge that I have read this policy, including the statement above, received a copy, and had the opportunity to seek further clarification to my satisfaction:</p>			
_____ Landlord Signature		_____ Date	
_____ Learner Signature		_____ Date	
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