



45 West Street  
Lenox, MA 01240-2420  
413-637-2670

**Student Request to Leave Campus**

**Student Information:**

<b>Name:</b>		<b>Cell Phone:</b>	
<b>West Street Campus Address (Dorm and Room number):</b>			
<b>Departure Date and Time:</b>		<b>Return Date and Time:</b>	
<b>Travel Destination:</b>			
Address		City	State
Zip			
<b>Mode of Transportation:</b>			
<b>Reason for Leaving:</b>			

**Parent/Guardian Information:**

<b>Name:</b>	
<b>Address:</b>	
<b>Home Phone:</b>	<b>Cell phone:</b>
<b>Business Phone:</b>	<b>E-mail:</b>
<b>Parent/Guardian Signature:</b>	<b>Date:</b>

**Faculty/Staff Use:**

<b>Academic Approval:</b>	<b>Date:</b>
<b>WSC Approval:</b>	<b>Date:</b>
<b>Permission Confirmed:</b> ( ) yes ( ) no	
<b>Curfew Sheet Updated:</b> ( ) yes ( ) no	

**Student Check Out Date/ Time** \_\_\_\_\_ / \_\_\_\_\_ **B.U.T.I Staff Initial:** \_\_\_\_\_

**Student Check In Date / Time** \_\_\_\_\_ / \_\_\_\_\_ **B.U.T.I Staff Initial:** \_\_\_\_\_

**Permission to Leave Campus Overnight**  
**Instructions**

In order to request permission to leave campus you must:

- Complete the attached Permission to Leave Campus Form and submit it to the Office Managers in the Office of Student Life on the first floor of Groton Place
- Have your parent(s) submit this form with their signature by mail, fax or their personal email to:

**Austin Comerford, Pablo Hernandez, and Rodney McGhee**  
**Office Managers**  
**Boston University Tanglewood Institute**  
**45 West Street**  
**Lenox, Massachusetts 01240-2420**  
**Fax: 413-637-2792**  
**tislo@bu.edu**

This procedure must be followed each time you wish to be absent from campus overnight. *Judicial action will result from any unauthorized overnight absence from campus. Permission will not be granted without signatures and confirmation of parental approval.*

Once all the required information is received by the Office of Student Life, both parent and student will receive notification of approval by email. Boston University Tanglewood Institute is not responsible for facilitating your departure or return.

**REMEMBER:**

**CHECK OUT WITH THE FRONT DESK BEFORE YOU LEAVE.**  
**CHECK IN WITH THE FRONT DESK WHEN YOU RETURN.**