



WINTER BREAK HOUSING REQUEST

- 1. Instructions:** Please note; the campus is closed to all students during Winter Break. Housing requests will only be considered for those verifying an extenuating circumstance.
- 2. The fee for Winter Break Housing is a rate of \$150 per week/\$25 per day. Prior payment is due to be considered for approval. Approval is not guaranteed.**

Forms submitted after the due date are subject to a \$50 late fee.

To complete the Winter Break residence hall request process, follow these steps:

1. Complete this form.
2. Locate someone who will let you stay in their apartment in Building 33.
3. Acquire the resident's signature on this form.
4. Return completed form and additionally required documents to the Winter Break Housing Director by 4:00 p.m. on **Nov.30.**

The deadline for submitting your completed application with payment is November 30.

(Allow at least one week for request to be processed.)

2. Student Information:

Name: _____ ID: _____ Age: _____

Cell Phone: (____) _____ Current Housing: Hall & Room Number: _____ Spring Housing (if different) _____

Fall Class Status: Freshman Sophomore Junior Senior December Graduate (does not qualify)

3. Reason for Request:

 Please initial to verify:

_____ I have special circumstances preventing me from going home for Christmas, such as International Student or no legal guardian/home, please explain: _____ (Use reverse side if necessary)

_____ I have employment obligations.

Employers Name: _____ Position: _____

Employer's Phone: _____ Supervisor's Name: _____

Employer's Address: _____

Attach a copy of your holiday schedule/letter including number of hours per week.

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: (____) _____

Select weeks you will need housing:

____ Week One (Dec. 15-22) ____ Week Two (Dec. 22-29) ____ Week Three (Dec. 29-Jan 5) ____ Entire break

____ Specific dates: _____

4. Winter Break Housing Assignment:

Signature of Apartment 33 Resident whose apartment you will occupy _____ Apt. # _____

5. Please initial to verify

_____ I am enrolled in classes for the Spring 2019 semester.

_____ I understand that campus services are not available except Campus Security during Winter Break.

_____ I have approval from a resident of Building 33 to stay in their apartment.

Signature: _____ Date: ____/____/20____

Parent Signature (If under 18 years of age): _____ Date: ____/____/20____

OFFICE USE ONLY

Payment Amount: _____ Employment Verification received: ____Yes ____No

Date Received: _____ Business Office Approval: ____Yes ____No

____Accepted ____Denied Reason for Denial: _____