



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.**
- 3. 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 **November 22.**

The deadline for submitting your completed application with payment is November 22.
(Allow at least one week for request to be processed.)

2. Student Information:

Name: _____ ID: _____ Cell Phone: (____) _____

Age _____ 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:

_____ 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. 14-20) _____ Week Two (Dec. 21-27) _____ Week Three (Dec. 28-Jan 3) _____ 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 2020 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.

_____ I understand that payment for Winter Housing is due with application.

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: _____