

2018-2019 Break Housing Request Form

Students who need to stay at any time during a break must complete this form.

Last Name: _____ First Name: _____

Current Room/Hall: _____ Student ID#: _____

Student Email: _____ Cell Phone#: _____

Name of Sponsor (coach/program/employer): _____

Reason for Staying: _____

Please **circle** the appropriate break(s) that you are applying for:

Thanksgiving Break: Nov 20 – Nov 25 Semester Break: Dec 14 – Jan 13 Winter Holiday: Mar 1 – Mar 10

Specific date range(s) staying: _____

Students who are **not** required by the university to stay on-campus during the break period will be charged a fee of \$50 per night (payable in advance). Students who need to arrive prior to their approved arrival date (but with permission) will be charged a fee of \$50 per night (payable in advance). Please note that this fee covers room only – **THE DINING HALL IS NOT OPEN OVER THE BREAK PERIOD.**

NO ONE WILL BE PERMITTED TO STAY WITHOUT PRIOR PERMISSION!

Student Signature: _____ Date: _____

Please return to 218 Becht Hall – Thank you!

FOR OFFICE USE ONLY:

Break Assignment: _____