

## Students Who May Be Studying Away for an Entire Academic Year:

Congratulations! You have been accepted to a study away program for the a semester, and hope to be accepted for the following semester as well. This is an exciting time, and the last thing you want to worry about is your housing upon your return. With that in mind, we want to get you squared away even before you depart! Completing all of your paperwork before you leave ensures that our office has the information needed to place you in the most preferable assignment possible.

### **BEFORE YOU LEAVE:**

- Complete the **STUDY AWAY STUDENT HOUSING APPLICATION** and the **HOUSING CONTRACT** and hand them in by **the last day of classes for the semester prior to your first study away semester. These will be used as your choices by our office staff during the housing assignment process in January or during the housing lottery in April.** If you would like a fellow student to proxy for you, (use your housing application form to select your housing instead of our office staff), please complete a proxy form and hand in with your other forms on the last day of classes for the semester prior to your first study away semester.
- All forms received after the last day of classes will be placed on a wait-list. Please be aware that a space may be secured on your behalf only after we receive your completed application and signed contract.
- If involving a fellow student to proxy for you during April's Housing Lottery, it is important to note that once you have assigned a student to proxy for you, they are responsible for the room they select. Finally, the signed housing contract you submit is a binding commitment for College housing for the academic year.

### **WHILE YOU ARE AWAY:**

- Students are responsible to verify that there is no outstanding balance on their student account, as this will prevent students from being allowed to participate in the housing lottery.
- Check this web-site and your Connecticut College e-mail account during the semester regarding any lottery related information as well as to receive your finalized housing assignment in mid-January or late April/early May, if this applies to your particular study away timeline.
- The Residential Life & Housing Advisory Committee reviews the Housing Lottery process each year. The Housing Lottery Booklet is made available in print as well as on-line every February. Please plan to check the web-site for updates while you are away, if this applies to your particular study away timeline.

Feel free to contact Edna Miskell, at (860) 439-2834 or email her at [elms@conncoll.edu](mailto:elms@conncoll.edu), if you would like to confirm that we have received your application and contract or if you have any questions.

Thank you and have an unforgettable study away experience!