CONNECTICUT COLLEGE

Office of Residential Education and Living – Spring Break Housing 2014

Print Name_____ Student ID Number _____
Current House: _____ Current Room: _____ Cell Phone #: _____

Reason(s) for Requesting Winter Break Housing (Check all that apply)

	Reason for Return	Start Date	End Date	Host Department	Host Name	Host Signature
_____	International Student	03/__/14	03/__/14	-	-	
_____	Approved Academic Internship*	03/__/14	03/__/14	-	-	
_____	Student Office Worker	03/__/14	03/__/14	-	-	
_____	Student Teaching*	03/__/14	03/__/14	-	-	
_____	Honors Thesis*	03/__/14	03/__/14	-	-	
_____	Other Reason: _____ Attach explanation. You MUST be sponsored by a College Department	03/__/14	03/__/14	-	-	

*Housing fee is waived for students returning to campus early for academic reasons.

Payment: To be filled out by your host – otherwise, you the student will be billed. Please fill out the following information so that we may properly charge your account for the student you are hosting. Department: _____
Account Number: _____ Paying for: __Meals __Room __Both
Signature of Department Head _____

**Room costs $40 per week, and Board (meals) cost $70 per week.

Borrowing a Room: If you do not live in Hamilton, Lambdin, Morrisson, Johnson, Park or Wright, you must make arrangements to borrow a room (and obtain the key to that room) prior to houses closing for break.

Room you are borrowing: House: _____ Room #: _____ Single__ Double__ Triple__ Quad__
Resident(s) of the borrowed room: All residents' signatures must be obtained and they must be returning for Spring 2013.

Name: _____ Signature: _____
Name: _____ Signature: _____
Name: _____ Signature: _____
Name: _____ Signature: _____

By signing this form, I understand that _____ will borrow my room during the winter break and that **I will them the key to my room prior to leaving for the break.**

Office of Residential Education and Living - Break Housing Contract 2013-2014
Winter & Spring Breaks

Break Housing: is available only to Connecticut College students. Students may be approved to stay for break housing if they need to stay on campus in any of the following capacities: Athletics, Student Office Workers (for a Connecticut College office), working on an approved academic internship, taking Connecticut College or Coast Guard Academy Courses. Please read the following information carefully. The information below addresses both Winter and Spring Breaks, but please be aware each break requires a separate application. By submitting this application you are agreeing to the terms below:

Duration of Stay – Please note that you or your host will be billed for room and board from the day you indicate as your start date until the day you indicate you will depart from campus, if you leave campus for time in the middle you will need to pay for the time in between.

Meals:

- Please refer to posted fliers regarding when meals will be served for the duration of break.
- If you will be staying in the Plex you will be billed for a meal plan with no exceptions.
- If you will be staying in Academic Year Round Housing (Lazrus, Abbey, 191 Mohegan, Winchester or River Ridge) you will have the option of being on the meal plan, but we will assume you do not want to be on the meal plan.

Return to: The Office of Residential Education and Living; Connecticut College; Box 5233, 270 Mohegan Avenue; New London, CT 06320
or Fax to 860-439-2875 or Email to: Housing@conncoll.edu

- **A very limited number of exceptions will be made regarding a meal plan for residents whose internships/research require them to be away from campus during MOST meal times, or for residents who have a medical or dietary need that requires a kitchen. Residents with the most need will be housed in Lazrus or Abbey and be billed for room only. All students should assume they are being billed for both housing and meals unless they have written documentation from the Office of Residential Education and Living that states otherwise. Meals to go are also available from the dining hall and are how we accommodate students who are away from campus during SOME meal times.**

Payment: You will have the opportunity on the following page to indicate who is responsible for paying for you room and board – this may be an office on campus or yourself. Please note the following:

- We will confirm with your host and retrieve account numbers from them.
- All students staying over break will be billed for housing except students staying for academic reasons. Room costs $40 per week.
- All students staying over break will be billed for a meal plan. Board (meals) costs $70 per week, if your housing and/or meals are NOT being paid for by a department, submitting this application you recognize that you as the student, will be billed
- All current (Fall & Spring) residents of Academic Year Round Housing may remain in their current assignment throughout Break at no charge unless they request a meal plan for the break.

Availability of Break Housing Spaces:

- If you do not live in the Plex (Hamilton, Lambdin, Morrisson, Johnson, Park or Wright) or Academic Year Round Housing, you must make arrangements to borrow a room in one of these houses and obtain the key from the person whose room you are borrowing prior to leaving campus for break. If you do not obtain the key from the person whose room you are borrowing, you will not have access to the room. Campus Safety/Residential Education and Living will NOT be able to open the room for you or issue you a key to the room.
- If you do live in the Plex you may apply to stay in your own room.

Application and Approval Process:

- All students requesting break housing must fill out the Housing application, including students living in academic year round housing.
- Students who apply for break housing who are also on disciplinary probation will only be approved for break housing after consideration by the Office of Residential Education and Living and the Office of Student Life.
- An adviser/department head or supervisor must support ALL applications, **BEFORE** the end of classes in order to insure all applications are complete with billing information prior to the break housing period.

Restrictions:

- Please note that during break housing, access to spaces, offices and service are often limited. Student Health Services, the Student Counseling Service and many other offices are closed for the duration of break. Additionally, spaces such as Coffee Grounds, the Lambdin Game room, the Women's Center, and many others are not open during breaks. Please plan your supports accordingly and in advance.
- There is absolutely NO ALCOHOL allowed on campus until classes resume on **January 20, 2014**. Any student found in possession of alcohol or violating any other policy will be asked to leave campus immediately and will be subject to adjudication.
- Due to the nature of Break Housing, living rooms may not be signed out and parties are not allowed. Students are expected to respect the rights of others by maintaining a quiet and cooperative environment.
- Students MAY NOT ENTER OR ACCESS OTHER HOUSES that are closed during the break.
- Any student not approved for Break housing, who returns to campus prior to the official opening on **January 19, 2014 at 9:00 AM** for Winter Break and **Sunday March 23, 2014 at 9:00 AM** for Spring Break will be asked to leave and will be subject to a fine and/or adjudication.
- In order to participate in Break Housing, students MUST be full time residential students in the Spring semester.
- You may NOT borrow a room from someone who is not going to be a full time residential student in the Spring semester.

Transitional/Timeline Notes:

- **All students approved for Winter Break Housing are required to vacate campus between 2PM on December 18, 2013 and 9AM January 2, 2014.**
- Winter Break Only: If there is a vacancy in a room over break in the Plex – please be aware that physical plant will be in the room cleaning the vacant space between 10 AM on **January 13, 2014** and Noon on **January 16, 2014**.
- Winter Break Only: Students MUST transition from their winter break room to their academic year room before **10 AM on January 16, 2014**.

I have read the contract for this application and I agree to the terms and conditions.

Sign Name: _____ Date: _____

Applications due to the REAL Office March 3, 2014