SPRING BREAK HOUSING APPLICATION

Name: ______________________________________________________________________________________________

(please print)                          Last Name                                                                             First Name                                                     Middle Name

Email address:  ________________ ______________@Carleton.edu

Class Year: ____________ Student Id: ______                      Spring Term building/room assignment: ____________

Dates of Stay: from       ________/________/__________    to      _________/_________/___________

☐ I understand spring break housing includes the entirety of the break from March 16 - March 25 and my student account will be billed $90.

Please select the reason below that you need housing and get the appropriate signature on the line below.

☐ ATHLETE  Signature needed: Coach (Team______________________________)

☐ CAMPUS EMPLOYMENT  Signature needed: Supervisor. Signature of supervisor indicates at least 20-hour a week paid position at the College. (Department______________________________) (Students are responsible for spring break charges).

☐ SENIOR WITH COMPS  Signature needed: Advisor. Signature indicates that application for break housing is related to completion of comps. (Students are responsible for spring break charges).

☐ ST. OLAF COURSEWORK:  Signature needed: Representative of Registrar’s Office. Signature verifies enrollment:

☐ PERMANENT ADDRESS DISTANCE 450mi or more:  Distant to permanent address (______________) International Students  Signature needed: International Program Staff. Signature verifies status. Domestic Students: No Signature needed. (Students are responsible for spring break charges).

☐ WFR Course (Signature of director of Student Activities Office needed).

☐ CCCE Program (Signature of director for Center for Community and Civic Engagement needed).  

☐ Career Center Program (Signature of support from Career Center Program).

SIGNATURE OF SUPPORT: _____________________________________________________

If you need spring break housing and you do not meet the one of the criteria above, please contact reslife@carleton.edu and outline your circumstances.

BORROWING A ROOM

If you do not live in the residential halls, Parish, Faculty Club, or the townhouses, you must make arrangements to borrow a room.

Room you are borrowing: Building: ___________________________ Room #: ___________

CONTRACTUAL AGREEMENT

In exchange for the privilege of staying on campus, I agree to maintain the room and its possessions in the same condition in which I find them. This means that I will be financially responsible for any damage that occurs and will make sure that the room is as clean when I leave as when it was turned over to me. I also agree to abide by the Conditions of Occupancy published in the Student Handbook and the guidelines provided by the break RA staff.

Applicant's Signature (REQUIRED): ___________________________ Date: __________________

All permanent residents of the room must print and sign below to indicate their consent for the break resident listed above to be able to stay in your room:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

APPLICATION DEADLINE: 5 p.m. on Monday, February 27
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Spring Break Housing is available from March 16 through March 25 for:
1) International students and students who live at least 450 miles away.
2) Students taking courses at St. Olaf (Note: If you are enrolled in a course at St. Olaf, you will not be charged for your room).
3) Athletic team members with authorization from the Athletic Department, you will not be charged for your room.
4) Students with at least a 20-hour per week job on campus with verification from their employer.
5) Seniors working on comprehensive exercises.
6) Wilderness First Responder Certification
7) Center for Community and Civic Engagement
8) Career Center Program

What is the cost?
There is a charge of $90 (room only) which will be billed to your student account.
If you decide not to stay on campus over Spring Break, you must notify us in writing by March 9 to avoid charges.

Where will I live?
All of the residential halls, Faculty Club, Parish, and the Townhouses will be the only buildings available for spring break housing. If you don’t live in one of these areas, you may borrow a room from either:

- A borrowed room in any of the open buildings that will already be occupied by another student staying for the break.
- A borrowed room in Cassat or Evans.

Rooms that will be completely vacated at the end of winter term are not available for break housing as they need to be cleaned in preparation for the new spring term resident(s).

Is the food service open during the break?
The dining halls will be closed during the break; however, Sayles Café will be open limited hours.

How do I reserve Spring Break Housing?

a) Complete an application noting the reason you are applying for housing. If you are employed by the College or an athlete, your employer or coach will need to sign the application.

b) Obtain the appropriate signatures of your coach, supervisor, adviser, OIIIL staff, or Registrar’s Office for their approval of your stay

c) If you don’t live in one of the designated break areas, you may need to borrow a room.

How do I borrow a room?

- Talk to roommates and other students that are staying for the break to see if you can pair up in a room.
- Talk to friends or classmates that live in Cassat or Evans.
- If you still need help locating a room, stop in the Office of Residential Life, Sevy G10, and staff are happy to assist you.

A $25 administrative fee will be assessed if our office assigns you a room.

What if I want to change or cancel my dates of stay?
We require one week written notice for any changes to your housing reservation. If you would like to change or cancel your stay, please send an email to reslife@carleton.edu indicating the change.

APPLICATION DEADLINE: 5 p.m. on Monday, February 27. Your housing assignment will be verified the week of March 6th. If you have questions, stop by the Office of Residential Life, Sevy G10, or e-mail reslife@carleton.edu. Any applications for spring break housing received after the deadline will be assessed a $25 late fee.