WINTER BREAK HOUSING APPLICATION 2013

Winter Break Housing is available from November 26 through January 4 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.
4) Students who are working at least 20 hours per week in an on-campus job with verification from employers.
5) Seniors working on comprehensive exercises.

What is the cost?
There is a charge of $70 per week (room only) which will be billed to your student account. The billing week will begin on Saturday and end on Friday. If you decide not to stay on campus over Winter Break, you must notify us in writing by November 19 to avoid charges. Partial weeks stayed will be billed at the weekly rate. For example, if you are staying 3 weeks and 3 days for the break, you will be billed for 4 weeks of stay.

Is the Food Service open during the break?
The Food Service will be closed during the break, however, the Snack Bar will be open limited hours.

Where will I live?
Cassat and Evans Halls will be the only buildings available for Winter Break Housing. Applicants must locate a current resident who agrees to let you stay in their room throughout the break. Residents of Cassat and Evans must complete an application to stay in housing during the break. Rooms that will be completely vacated at the end of fall term are not available for break housing. Your card will need to be encoded on the first day of the break to give you access to your winter break room.

How do I reserve Winter 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) Locate a resident in Cassat or Evans that will agree to have you stay in his/her room throughout the break and have him/her sign the form indicating agreement. Students are not allowed to occupy any rooms that are completely vacated at the end of Fall Term.

How do I find a place to live?
• Talk to friends or classmates that live in Cassat or Evans.
• Talk to roommates and other students on your floor that are staying for the break to see if you can pair up in a room.
• If you still need help locating a room, stop in the Office of Residential Life and staff are happy to assist you.

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

APPLICATION DEADLINE: 5 p.m. on Monday, November 4. Your housing assignment will be verified the week of November 11th. If you have questions, stop by the Office of Residential Life, Sevy G10, or e-mail reslife@carleton.edu. Any applications for Winter Break Housing received after the deadline will only be considered if space is available and will be assessed a $25 late fee.

IMPORTANT REMINDER: Since the other residence halls and off-campus houses will be locked at 2 p.m. on Tuesday, November 26, you must have everything moved to Cassat or Evans by that time. Please plan ahead.
APPLICATION FOR HOUSING DURING WINTER BREAK

PLEASE PRINT ALL INFORMATION

Name: ___________________________ Gender (F/M) ___ Student ID: __________

Current Housing Assignments: __________________________ Email Address: __________

Cassat/Evans Room Number: __________________________ Phone: __________

Dates you will need housing: from ____/____/____ to ____/____/____.

Reason for staying (check one): □ Athlete □ Comps □ Live ___ miles away
□ Campus Employment □ International Student □ St. Olaf Coursework

ATHLETES

Athletic team coach is to indicate the account number to which we will charge your room and the dates for which the department will pay for your room.

SIGNATURE OF COACH: __________________________ ACCOUNT: __________________________

ATHLETIC TEAM: __________________________ DATES OF STAY: __________________________

CAMPUS EMPLOYMENT

Signature of campus supervisor below indicates at least a 20-hour a week paid position at the College for at least four weeks of the six-week break.

SIGNATURE OF SUPERVISOR: __________________________

DEPARTMENT: __________________________ FIRST AND LAST DAY
OF EMPLOYMENT: __________________________

SENIORS WITH COMPS

Signature of advisor below indicates that application for break housing is related to completion of comps.

SIGNATURE OF ADVISOR: __________________________

INTERNATIONAL STUDENTS

Signature of International Program Staff to verify status.

SIGNATURE: __________________________

ST. OLAF COURSEWORK

Signature of representative of Registrar’s Office verifying enrollment.

SIGNATURE: __________________________

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 will obtain the key to the room from the permanent occupant and return it to him or her at the end of the break. 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:

_________________________ __________________________

_________________________ __________________________

_________________________ __________________________

(This form is due on Monday, November 4 by 5PM to the Office of Residential Life, Sevy G10)