

## 2009-2010 Christmas Break Housing Request

Friday, December 18, 2009 – Saturday, January 2, 2010

Alberta and Georgia Apartments do not close over Christmas. You do not need to complete this form.

**All other residence halls will close at 10 a.m. on Friday, December 18, 2009 and reopen at noon on Saturday, January 2, 2009.  
No walk-ups during Christmas Break will be permitted. Please plan accordingly.**

**The entire campus, including Dining Services, will close during the Christmas Break and resources will be limited. It is important that everyone take a break, so only students meeting one of the requirements below will be allowed to remain on campus.**

Last Name	First Name	MI	St. Kate's ID #
Hall	Room #	CSC Mailbox #	
Room Phone #		Cell Phone #	
Signature			Date

**Purpose** (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> International Student   | <input type="checkbox"/> Study Abroad Departure   | <input type="checkbox"/> Out-of-State Student (more than 400 miles) |
| <input type="checkbox"/> CSC Athletic Team: _____<br>Team  | <input type="checkbox"/> Music/Theater Dept: _____<br>Activity  |   |
| <input type="checkbox"/> Working ON Campus for: _____<br>Department                              | and home residence is more than 20 miles from campus.<br>Attach letter or email from your supervisor with exact dates of employment during the Christmas Break. |   |
| <input type="checkbox"/> Working NEAR Campus for: _____<br>Employer                              | and home residence is more than 20 miles from campus.<br>Attach letter or email from your employer with exact dates of employment during the Christmas Break.   |   |
| <input type="checkbox"/> Officially independent from family (will be verified by Residence Life) |   |   |
| <input type="checkbox"/> Other: (Please explain) _____   |   |   |

Note: You must also have a one-on-one conversation with the Director of Residence Life.  
Make an appointment by December 15 by calling x6974.

EXACT DATES YOU WILL BE STAYING ON CAMPUS: \_\_\_\_\_ to \_\_\_\_\_  
(Between Friday, December 18 and Saturday, January 3)      Start Date      End Date

**Your Christmas Break Housing Request will be automatically denied if verification information requested above is not provided with this form. NO EXCEPTIONS.**

I will be residing in my room on the dates listed above for Christmas Break. I agree to abide by all rules and regulations as described by the Residence Life Community Policies, LeGuide, current Housing and Dining Agreement and Residence Life staff. If I violate any of the Residence Life or College policies over the break period, I will automatically be charged \$65.00/week for my stay on campus. Guests are not allowed during the break period.

Signature	Date
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**Return completed form and documentation, if required, by 4:30 p.m. on FRIDAY, DECEMBER 11**  
to Residence Life, Mailbox #4264 OR 450 Coeur de Catherine  
**Forms received after December 11 will not be approved.**

For office use only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Entered in RMS
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