

Winter Break 2009 Request Form

This form must be submitted to the Residential Life & Housing office (110 Sulzberger) no later than 1pm on Monday, December 21, for consideration. Late requests will not be accepted.

Name	Student ID
Building & Room	Graduation Year
Email Address	Cell Phone

Reason requesting to be in residence over Winter Break:

(please check all reasons that apply and attach documentation if you are not a senior or international student)

- Senior working on thesis
- Working for a Barnard office
- Research work for a faculty member
- Internship in the city
- International student / live outside the continental 48 states
- International flight
- Athlete with a practice / competition over break
- Other _____

Please circle the dates you are requesting to be in residence over Winter Break:

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				Dec 24	25	26
27	28	29	30	31	Jan 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	

Or, mark below:

- I will be in residence for the entire break.

Emergency contact over Winter Break:

Emergency Contact Name	Relation to You
Telephone	Cell Phone

By signing below, I indicate my understanding of the following conditions for Winter Break residence:

- If I am not a senior, a, international student, an athlete competing over Winter Break, or a student returning at the end of break for an approved workshop/training/etc only; I will be billed \$100 on my student account for Winter Break housing, regardless of length of stay.
- Disciplinary incidents and/or other violations of the Terms & Conditions of the 2009-2010 Housing Contract may result in approval for residence over Winter Break being revoked, in which case I will be required to leave campus.
- I will be required to sign in and out at the Front Desk each time I enter or exit my residence hall.
- I may sign in a maximum of one (1) guest at the same time during Winter Break (other Barnard students who did not receive permission to stay during Winter Break count as guests).
- I will escort my guest at all times. When guests arrive, I must sign them in at the front desk. When my guests leave, I must accompany them to the front desk to be signed out.
- I understand that campus offices & services will be closed and/or have reduced hours over Winter Break, including (but not limited to) Primary Care Health Service, Furman Counseling, the Student Mail Room, Dining Services, ResNet, and the Library. Public Safety will continue to operate 24 hours per day over Winter Break.

Signature	Date
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STAFF USE

Approved By	Date	Sticker Given <input type="checkbox"/>	Charge <input type="checkbox"/>
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