

Summer Housing Application

Please print a copy of this form and return to the Residential Life Office (Elihu Root House 2nd floor)

** This must be received by Monday, April 29th at 4pm in order to participate in the Summer Housing Lottery on Thursday, May 9th**

Summer residents are responsible for reading, and adhering to all policies outlined in the summer housing guidelines, as well as those listed in the 2018-2019 student handbook.

Student Information PLEASE PRINT CLEARLY!			
Name (Please Print)		Class Year	
E-mail address		Student ID Number	
Phone Number		Mailbox #	
Current Residence (Building/Room if applicable)			
Fall 2019 On-Campus Address (Building/Room if applicable)			
Summer Move-in Date			
Summer Move-out Date		Do you plan to transition to your fall room?*	
Summer Supervisor Name			
Summer Campus Office/Department			

*This means that you will be **on-campus** for the **entire** transition period at the end of the summer (August 6th-August 8th) and that you plan to move directly from your summer room to your fall room.

To Be Completed by Summer Supervisor*			
Supervisor Name (Please Print)		Extension	
Student Employment Start Date		Student Employment End Date	
Supervisor Signature			
<p style="text-align: center;">* Attention Supervisors</p> <ul style="list-style-type: none"> In signing this form, the supervisor is acknowledging the full time employment or full time research commitment of the applicant. Full time employment, paid or not, is at least 35 hours per week. Supervisors should review the notes on the back of this form to avoid complications. 			

***** Return this form to the Residential Life Office no later than 4pm on Monday, April 29th *****

FOR OFFICE USE ONLY:

Date/Time of Receipt _____

Notes for Supervisors:

- Students starting work on May 28th or earlier will be required to move into their summer rooms as they become available, between May 24th and May 29th. Please allow time during the work day, if necessary, for students to complete their move.
 - Students beginning work May 29th or later will not be allowed to transition from spring to summer housing, these students will select a room one week before their return to campus to work.
- **All students not residing on campus in the fall must move out by August 7th.**
- No students may move in to summer housing after July 31st. Students who wish to arrive on campus after that time will need to wait until the early arrival process begins in mid-August.
- All standard campus policies, as outlined in the student handbook, apply to summer residents. Any students found in violation of Campus Policy will be subject to the standard judicial consequences, and possible eviction.
- Students are required to vacate summer housing at the time that their work or research commitment is completed, unless approved to transition to their Fall room at the end of the summer. If the dates of research or work change at any point the student and supervisor should notify Res Life of the specific change as quickly as possible.