

EMERSON COLLEGE
THANKSGIVING BREAK HOUSING APPLICATION

The residence halls are closed for Thanksgiving Break from noon on Wednesday, Nov. 25th through noon on Sunday, Nov. 29th. As a result, all students must vacate the halls during this period. The Office of Housing and Residence Life understands that extenuating circumstances may prevent some students from being able to vacate the halls during this time. Therefore, for students demonstrating a need to remain on campus, the Little Building will provide limited housing accommodations during this period.

Because the academic year housing contract does not cover the costs incurred with break housing, students who apply to stay for Thanksgiving Break are responsible to pay a housing fee of \$56.00.

Students who need to stay in Boston for extenuating circumstances must complete and submit the following application to the Office of Housing and Residence Life, 80 Boylston Street, Suite 125 and submit a \$56.00 payment by logging on to www.emerson.edu/payment. The completed application and \$56.00 fee are due no later than Friday, Nov. 20th. Students will be contacted no later than 5 p.m. on Monday, Nov. 23rd regarding their status in vacation housing.

Once the Office of Housing and Residence Life approves a vacation housing application, the \$56.00 becomes non-refundable and non-transferable. Students who are denied the ability to stay in vacation housing will receive a refund of their \$56.00 to their student account.

Please consider the following when deciding to apply for Thanksgiving Break Housing:

1. Students staying in the Little Building during Thanksgiving Break, who do not live in the LB during the academic year, are required to make arrangements with a current resident of the Little Building who will host them in their room during the break. Host and guest need to arrange a time to exchange keys prior to the start of the break period.
2. Guests are responsible for their host's space and keys during the break period. Any damage or key charges from the break period will be assessed to the student staying in the room over the break.
3. Residents are responsible to bring their own pillows, bed linens, towels, and other personal items needed during the break period.
4. The meal plan will not be in effect during the break period, and no campus dining facilities will be open.
5. Students staying on campus for Thanksgiving Break will be required to work as a Desk Receptionist for at least two shifts. **Students must complete the on-line work authorization process BEFORE they are permitted to sit desk, and all students staying on campus for Thanksgiving Break must apply to be a desk receptionist. To complete this process, log on to www.emerson.edu/financial_services/Student_Employment.cfm.** They will be compensated at a rate of \$8/hour for any time served in this capacity and must attend a desk meeting at the beginning of the break. Students who do not complete their desk duty will jeopardize their future break housing privileges. All students staying for Thanksgiving Break are required to attend a desk training meeting at 12 p.m. on Wednesday, Nov. 25, 2009.
6. All College policies remain in effect during this period. Students found in violation are subject to losing vacation housing, as well as facing charges through the student conduct system.
7. Guests (any individual entering the facility not approved to live in the LB during the break period) are allowed in their host's Thanksgiving Break Housing room or in the room of other Thanksgiving Break Housing residents ONLY. Guests must be escorted in the building at all times, and **guests are not permitted in the building between 12:00 midnight and 6:00 a.m.**

THANKSGIVING BREAK HOUSING APPLICATION

TO BE COMPLETED BY APPLICANT

Name: _____ ID#: _____

Campus Address: _____ Phone: _____

Home Address: _____

Detailed Description of why you need to stay:

Regardless of your status as a desk receptionist, you will need to apply for the Thanksgiving Break Desk Receptionist position **by Friday, November 13, 2009**. You can apply for this position by logging on to www.emerson.edu/financial_services/Student_Employment.cfm. Before anyone can start working as a Desk Receptionist, they must apply and receive approval for student employment.

I have read and agree to abide by all conditions contained in this document if granted Thanksgiving Break housing at the Little Building.

Signature of Applicant: _____ Date: _____

TO BE COMPLETED BY HOST

I agree to allow the above applicant to occupy my housing space during Thanksgiving Break. I have discussed this matter with my roommate(s) and have received my roommate(s)' consent in this matter.

Host Name: _____ Room #: _____

Signature of Host: _____ Date: _____

Signature of Room/Suitemate(s): _____ Date: _____

Date: _____

Date: _____

Date: _____

Date: _____