

Cleveland State University
Department of Residence Life
Break Housing Application and Agreement
Winter Break 2015

Conditions of Break Housing

- The break fee is \$20 per night. You may either request to stay until December 14, 2015 at 5:00pm AND/OR come back early on January 15, 2016 at 10:00am. You will not be permitted to stay for only a short time in the middle of the break or come and go throughout the break.

- **In order to STAY THE ENTIRE BREAK PERIOD, you MUST sign an Academic Year Plus Breaks Residence Hall Contract. Please contact Phil Richards, Assistant Director for Marketing and Leasing at 216-687-5197.**

- To be considered for break housing, you need to meet one of the following criteria and **provide documentation**:
 - You have a Saturday class and you have provided proof of class registration. If this is your situation, and you are approved to stay, you may remain in your residence hall room until 5:00 p.m. on the Saturday before a Break Period at no additional charge.
 - You have a documented need to remain on the Cleveland State University campus during the specific period, including but not limited to academic necessity, hardship related to your ability to return home, and/or your employment with a University department.

- You must be in good judicial standing with the Department of Residence Life and Cleveland State University.
- **The Break Housing Application and Agreement deadline is 5:00 PM Wednesday, December 9, 2015.**
- All applications will be reviewed within one business day of submission and you will receive an email from the Business Office Manager of Residence Life to notify you if your request has been not approved. If your Break Housing Application is approved, the appropriate fees will be posted to your student account. Final approval is contingent upon paying the fee no later than December 10, 2015, at 3pm.
- You will be charged for the number of nights that are approved based on the Break Housing Application and Agreement. **Once your application has been approved, no refunds will be provided for days you do not stay during your approved dates.**
- **Services, including mail delivery, on-campus Dining and office hours, over break periods are limited.**
- Residence Hall policies and procedures outlined on your academic year contract and in the 2015-16 Resident Student Handbook will remain in effect over break periods. Violations of policies over break periods could result in immediate removal from the residence halls over the rest of the break period and forfeiture of fees paid.
- **DUE TO SECURITY REASONS, RESIDENTS WHO ARE NOT APPROVED TO STAY WILL NOT BE PERMITTED TO SIGN IN AS GUESTS DURING THE WINTER BREAK.**

DUE BY 5PM WEDNESDAY, DECEMBER 9, 2015 TO THE DEPARTMENT OF RESIDENCE LIFE

Applications received after 12/09/2015 will be assessed a \$25.00 processing fee

BREAK HOUSING REQUEST

Name: _____ CSU ID #: _____

Building and Room #: _____ Email Address: _____

Dates Requested: From _____ to _____

Reason for Requesting Break Housing (please attach appropriate documentation):

Your signature below signifies agreement with the conditions listed above if your request is approved:

Signature: _____ Date: _____

Request: Approved Denied By: _____ Date: _____

Reason for Denial: _____

of Nights: _____ Amount Due: \$ _____ Payment Date: _____