

# WINTER BREAK EXTENSION FORM

Last Name:	First Name:	Initial:
Student ID Number:	Room Number:	Student Housing: <input type="checkbox"/> Tenth Street <input type="checkbox"/> Kekuli House
Requested Date:	Date (Confirmed by Office):	

## SPECIAL TERMS, CONDITIONS AND RULES

If you are applying to stay in Student Housing for any portion of the winter break, please note that while the Student Housing Agreement is still in effect, there are some additional terms, conditions and special rules:

1. If you have accumulated any behaviour points during the Fall Semester, you will not be considered to stayover during winter break.
2. Student Housing supervision and services are limited. The Housing Advisor on Duty's Number will be posted at the Front Desk, and can be contacted in the case of an emergency. There will be Student Housing Staff available 24 hours a day.
3. No guests will be permitted under any circumstances. This rule is strictly enforced for the safety of students and Student Housing staff, as well as the general up-keep of the Student Housing building.
4. Twenty-four hour quiet hours are in effect at all times. There will be one warning given for excessive noise and any further problems will result in your removal from Student Housing for the remainder of the Winter Break.
5. Staff may enter rooms at any time. Suite inspections and annual preventative maintenance will be taking place for all suites. Staff or security may enter suites if they suspect any potential violations of Student Housing and/or winter break rules.
6. Suite doors must remain closed at all times. They cannot be propped open.

*NOTE: All Student Housing services will not be operating, ie mail, snow removal, campus and offices will be closed. The fee for the additional days during this time period is \$250 and must be paid in advance. Winter break stay-over fees are non-refundable.*

## WINTER BREAK REQUEST

Please outline below your need for accommodations during this time. Please attach any additional information that may help us in understanding your needs.

By signing below, I understand that remaining in Housing during Winter Break is a privilege and failure to abide by these special terms and conditions will result in sanctions, which may include an eviction from Housing. I understand that there will be absolutely no exceptions to these rules.

I agree that I have read and understand the above listed conditions and responsibilities

\_\_\_\_\_ *Applicant Signature*

## OFFICE USE ONLY

<input type="checkbox"/> Request Accepted	Payment Method: _____	Date Received: _____
<input type="checkbox"/> Request Denied	_____	_____
<input type="checkbox"/> Payment Recieved	<i>Approving Manager Signature</i>	<i>Manager Name</i>

**Tenth Street, Student Housing**  
702 Tenth Street  
Nelson, BC V1L 3C7  
Phone: (250) 505-1393

**COMMENTS:**