

Holiday/Semester Break 2015

(Procedures for students remaining on campus.)

Students who wish to remain on campus over the semester break are required to complete the following process. **This form must be submitted to the Office of Residential Life no later than December 1.**

Depending on packaging, graduate assistants (GAs) are required to work over break. (Please see the GA Handbook for further clarification.) GAs remaining on campus over breaks are required to complete this form.

Students who remain on campus will be charged \$246 per week for time spent in Lindenwood housing after Friday, December 11, at 9:00 p.m. for semester students; Saturday, December 12, for MBA; and Saturday, December 19, for quarter students.

Students do not have the option of working for the University during the break to pay room charges; students who wish to remain on campus during breaks are required to pay charges in the Business Office by December 1.

Semester students wishing to eat on campus during the break must fill out a Food Service Request in the Business Office, pay the meal charge, and submit the form to the Spellmann Dining Hall by December 1.

NAME: _____
(PLEASE PRINT) LAST FIRST

CONTACT TELEPHONE NUMBER: _____

LU RESIDENCE: _____
HALL/HOUSE ROOM #

_____ I am a graduate assistant and am required to work during the break. I work in _____.
Supervisor's Signature: _____ Date: _____

_____ I am required to remain during the break for a University-related activity.
I will leave on _____ I will stay the entire break
Supervisor's Signature: _____ Date: _____

_____ I have read and understand the instructions above and wish to remain on campus past the check-out time of 9:00 p.m. on Friday, December 11, for semester students; Saturday, December 12, for MBA; and Saturday, December 19, for quarter students. I wish to remain on campus for an additional number of days; I will leave on _____.

_____ I have read and understand the instructions above and wish to remain on campus for the entire break due to the following circumstances _____.

Student Signature: _____ Date: _____

Business Office: _____ Date: _____

Amount Paid: _____ Number of days: _____

Notes: _____

Office of Residential Life: _____ Date: _____