



2009-2010 RESIDENTIAL CLOSING SCHEDULE

The University **DOES** close its residences several times during the academic year. All residences are closed for **Christmas/Semester Break, Spring Break**. Failure to leave by the designated time, or returning before the halls re-open, will result in charges added to the student's account. Requests to remain during a break must be submitted to Lindenwood Housing at least **1 week prior** to the date in question.

Requests made after the cut off date will not be granted!

Accommodations will be made on a space available basis. Students remaining on campus during these breaks *may* be required to relocate to other residences for security reasons. Students are given the opportunity to participate in the Break Work and Learn Program, however, there will be a charge made to the student's account if the student does not complete the hours assigned.

It is the responsibility of the student to contact the Housing Office 2 days prior to check out day to verify if they have been approved to stay.

Lindenwood University encourages students and their families to make travel plans early in accordance with this schedule.

2009 THANKSGIVING

ALL LINDENWOOD HOUSING WILL REMAIN OPEN FOR THE THANKSGIVING WEEK-END.

Students needing to remain over the week-end need to notify the RD.

Students wishing to eat in the café will need to make arrangements directly with the café 2 days prior to the break.

There will not be a charge to remain in housing, however, there will be a charge for food.

2009 CHRISTMAS/SEMESTER BREAK

HOUSING CLOSSES FRIDAY, DECEMBER 11th at 4:30 pm for undergrads.

HOUSING CLOSSES SATURDAY, DECEMBER 19th at 4:30 pm for Quarter & MBA students.

Completed request for late departure/permission to remain through break must be received in the Housing office no later than December 1st.

2010 SPRING/EASTER BREAK

HOUSING CLOSSES FRIDAY, MARCH 26th at 4:30 pm for undergraduates.

HOUSING CLOSSES SATURDAY, MARCH 27th for Quarter students.

HOUSING REOPENS SUNDAY, APRIL 4th.

Completed request to stay must be received in the Housing office no later than March 8th.

2010 SPRING SEMESTER MOVE OUT

ALL RESIDENCES WILL CLOSE MAY 14th at 4:30 pm.

ALL STUDENTS ARE ENCOURAGED TO CHECK OUT ON THE DAY OF THEIR LAST EXAM.

Completed request for late departure must be received in the Housing office no later than May 3rd.

Questions may be directed to LU Housing 636-949-4848 or 636-949-4312, or email housing@lindenwood.edu

Christmas/Semester Break 2009

(Procedures for students remaining on campus)

Students who wish to remain on campus over the semester break are required to do the following:

1. Notify the Housing Office (Michelle Giessman/Constance Jones)
2. Notify the Work and Learn Office (Mike Tolman/Eric Mirscov)
3. Notify their Resident Director

Notification must be done **no later than Tuesday, December 1st**.

Students who remain on campus will be charged \$200.00 per week for any time spent on Lindenwood Campus after the dorms close on Friday, December 11th for undergrads and Saturday, December 19th for graduate students. **The cafeteria will not be open during the break.** Students have the option of working for the university during that time to repay the charge, HOWEVER, if work assignments are not available, the student will be expected to pay the charge. Any student who wishes to work will be assigned to a job the university requires (normally grounds, housekeeping or other duties as needed), and is required to work a total of 20 hours per week.

NAME _____
(PLEASE PRINT) LAST FIRST

CONTACT TELEPHONE # _____

LU RESIDENCE _____
HALL/HOUSE ROOM #

_____ I have read and understand the instructions above and wish to remain on campus past the check out time of 4:30 pm on Friday December 11th for undergrad, or Saturday, December 19th for graduate.

_____ I have read and understand the instructions above and 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 _____.

I will do Work and Learn to pay for my room. Yes No

I will make arrangements with the Business Office to pay for my room. Yes No

Student Signature: _____ Date: _____

Resident Director: _____ Date: _____

Housing Director: _____ Date: _____

Business Office: _____ Date: _____

Work and Learn: _____ Date: _____

Work and Learn Assignment: _____

Spring Break 2010

(Procedures for students remaining on campus)

Please remember that requests to remain on campus for work related reasons will not be granted.

Students who wish to remain on campus over the semester break are required to do the following:

1. Notify the Housing Office (Michelle Giessman/Constance Jones)
2. Notify the Work and Learn Office (Mike Tolman/Eric Mirscov)
3. Notify their Resident Director

Notification must be done **no later than Monday, March 8th**.

Students who remain on campus will be charged \$200.00 per week for any time spent on Lindenwood Campus after the dorms close on Friday, March 26th. Students have the option of working for the university during that time to repay the charge. Students wishing to eat in the café must fill out a meal contract available at the café and pay the meal charge in the Business Office prior to Spring Break week. Any student who wishes to work will be assigned to a job the university requires (normally grounds, housekeeping or other duties as needed), and is required to work a total of 20 hours per week.

NAME _____
(PLEASE PRINT) LAST FIRST

CONTACT TELEPHONE # _____

LU RESIDENCE _____
HALL/HOUSE ROOM #

_____ I have read and understand the instructions above and wish to remain on campus past the check out time of 4:30 pm on Friday, March 26th for undergrad and Saturday, March 27th for MBA and quarter students.

_____ I have read and understand the instructions above and 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 spring break due to the following circumstances _____.

I will do Work and Learn to pay for my room. Yes No

I will make arrangements with the Business Office to pay for my room. Yes No

Student Signature: _____ Date: _____

Resident Director: _____ Date: _____

Housing Director: _____ Date: _____

Business Office: _____ Date: _____

Work and Learn: _____ Date: _____

Work and Learn Assignment: _____

