

## UW- Green Bay, Marinette Campus Student Request for Housing – Summer 2019

*\*Please note:* This application is for students not enrolled in summer courses

- The Student Rights and Responsibilities Handbook states that only persons currently enrolled in courses may reside in the Student Housing.
- Due to special circumstances, you are requesting that an exception be made. The Marinette Campus will do our best to accommodate your request.
- In support of the UW-Green Bay, Marinette Campus academic experience, we are more likely to approve requests directly related to your course work, academic requirements, or co-curricular experience.
- Please note that your disciplinary history will be considered in reviewing your requests.
- Written requests must be given to your Campus Life Coordinator by **(May 17, 2019)**.

### CONTACT INFORMATION

Student Name: \_\_\_\_\_

Current Building: ☐ B ☐ C

Current Apartment Number: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Preferred E-Mail Address: \_\_\_\_\_

### REQUEST INFORMATION

Please indicate your reason for requesting to live in Student Housing during the break period:

- |  |                      |
|--|----------------------|
| <input type="checkbox"/> On campus employment  | Employer Name: _____ |
|  | Phone Number: _____  |
| <input type="checkbox"/> Off campus employment | Employer Name: _____ |
|  | Phone Number: _____  |
| <input type="checkbox"/> Athletics             | Coach's Name: _____  |

Current Housing students will be asked to move to a location designated for summer housing.

Damages will be assessed of current apartment and of summer apartment. \_\_\_\_\_

Initial

### VERIFICATION

I understand the following (*Initial each line item*):

- My Summer Housing Contract needs to be filled out and turned into housing staff by May 17, 2019. \_\_\_\_\_
- My Summer Housing Payment needs to be made in full prior to moving into my summer housing assignment or I need to sign up for the payment plan. \_\_\_\_\_

Please attach documentation supporting your reason for your request to be housed during break period. Failure to provide adequate information may result in a denied request. Acceptable documentation would include:

- A letter from an employer or supervisor, including his/her contact information, days and times you will be scheduled to work
- A letter from a coach, outlining practice or game dates and times
- Provide proof of registration for Fall semester classes

## **RESIDENT AGREEMENT**

I further understand that should my request be granted:

- It is a privilege, not a right to remain in Student Housing during this time without enrolling in classes.
- Staying in Student Housing is contingent upon my behavior. My privilege to remain in Student Housing may be revoked for any inappropriate behavior, especially my failure to uphold University and/or Housing policies.
- With fewer students living in Student Housing during the break period, my responsibility to be aware of building safety and security becomes even more important. If I host visitors and/or guests, it is my responsibility to inform them of overall security as well as Student Housing policies. As always, I will be held responsible for their actions.
- I may be billed for Common Area Damages that accumulate over this period.

---

**Student Signature**

**Date**

## **FOR OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_

Approved:   ☐ YES      ☐ NO

Date Student Notified: \_\_\_\_\_

---

Housing Directory Signature

---

Sr. Student Affairs Coordinator Signature