



**Request for Housing - Summer**  
(while NOT enrolled in a class)

- 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, but please understand **there is no guarantee your request will be granted.**
- In support of the University of Wisconsin - Marinette academic experience, we are more likely to approve requests directly related to your course work, academic requirements, or co-curricular experience.
- Understand that your disciplinary history may be a factor considered in reviewing your request.
- Written requests must be given to your Campus Life Coordinator by **(May 15, 2017)**.

**CONTACT INFORMATION**

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

Current Building B C APART# \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

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

**REQUEST INFORMATION**

Student Housing closes on May 19, 2017 at 5:00pm for summer.

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

\_\_\_\_\_ On campus employment, Employer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_ Off campus employment, Employer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_ Athletics, Coaches 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:

\_\_\_\_\_ My Summer Housing Contract needs to be filled out and turned into the UW Marinette  
Initial Solution Center or a Campus Life Coordinator by May 15, 2017

\_\_\_\_\_ My Summer Housing Payment needs to be made in full prior to moving into my summer  
Initial 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.**

**Some 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

**OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_ Approved: YES NO

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

CLC: \_\_\_\_\_

Sr. Student Affairs Coord: \_\_\_\_\_