

# Emmaus Bible College Thanksgiving Residency Request Form

**Please read thoroughly:**

This form is for students desiring to stay on campus during a break period such as **Thanksgiving, Christmas, or Spring Break**. The campus facilities, including residence halls, gymnasium, etc. will close for **Thanksgiving at 4pm Saturday, November 21<sup>st</sup>, and re-open at 6am Sunday, November 29<sup>th</sup>**. Students desiring to stay on campus must complete this form for approval from the Office of Student Development. This form **MUST** be turned in to the front desk by 4pm on Tuesday, November 17<sup>th</sup> in order to be considered to stay on campus.

**Residency requests are generally granted for the following reasons:**

- International students who are unable to return home.
- Students who are employed on campus a minimum of 10 hours for the week.
- Students who are working off campus a minimum of 10 hours for the week.
- Students participating in school sponsored activities.
- Additional exceptions may be made at the discretion of the Dean for Student Development.

International students, students participating in school sponsored events, and students employed by the college will not be charged to stay on campus during break periods all other students should expect a \$10 per day/night charge. You may pay with cash or check upon approval, at the front desk. For those not able to pay, charges will be applied to your student account.

*Students not completing this form and non-resident students are not permitted to be in or on any campus facilities during the break period, with the exception of the library, without permission from the Dean for Student Development, the Director of Residence life, or the Athletic Director (for gym usage). **The library will be open to students from 8am - 4:00pm Monday - Wednesday during the Thanksgiving break period.***

---

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Room #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

**Check dates requested to stay on campus.**

Sat. 21  Sun. 22  Mon. 23  Tues. 24  Wed 25  Thurs. 26  Fri. 27  Sat. 28  Sat. 29

**Reason for Residency Request:**

- I am employed on campus working a minimum of 10 hours. Supervisor's signature: \_\_\_\_\_
- I am employed locally working a minimum of 10 hours. Place of Employment: \_\_\_\_\_
- I am an international student unable to return home.
- I am participating in a school sponsored activity. Name of the activity: \_\_\_\_\_
- I am requesting an exception to stay during break. Please state your reason on the reverse side.

**Important information:**

- If approved, you may be required to re-locate to another dorm room during the break period.
- There will be no dining services available during the break period. Students are responsible for their own meals.
- Students are not allowed to have guests on campus during the break period.
- All Emmaus Bible College policies are still in effect during the break period.

***I understand and agree to abide by all of the information/policies contained on the Break Residency Request Form. I understand that all College policies are in effect for the entire break period.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

