Title of Policy: Break Housing Policy

Purpose of Policy: To address and detail conditions under which eligible students may request housing over official University break periods, that include Thanksgiving break, winter break, spring break, the break between the end of the spring term and start of summer early session, and the break between end of summer late session and the start of the fall term.

Scope of Policy: All ESU resident students who are varsity athletes on an official ESU sport team (not club sports), student teachers, interns, international students and essential ESU student employees are eligible to stay in break housing, under the conditions and restrictions noted herein. Other campus services may not be available during this time.

Policy Statement: The above mentioned students may request break housing for official University business/functions, or in the case of international students have no permanent home within the United States. They must be residents of Hemlock Hall, Minsi Hall, or the University Apartments, as these are the only residence halls open over break periods. University Ridge is also open year round.

Procedure: Requests are made in writing to the Housing and Operations office, either by an individual student, or by the Student Teaching or Athletic departments. Requests must be made at least seven working days in advance of the break to allow for proper processing time. Late requests may be denied.

Requests must include the student’s full name, identification number, and dates and times requesting break housing. Requests for athletic teams must first be approved by the Associate Director of Athletics and are then forwarded to the Housing and Operations office.

Once a list of approved students has been compiled by the Assistant Director of Residence Life and Housing, the list is sent to the University Police, Campus Card Center, Residence Life staff, and all applicable coaches, Athletic department staff, Student Teaching department faculty, and all applicable University faculty and staff.

A per‐diem charge is applied to all students in break housing, to cover the cost of housing, utilities, and administrative work and/or staffing. At the conclusion of the break housing period, the Housing and Operations office prepares an invoice that is sent to the applicable department(s) for payment. The invoice should be paid promptly. For information on current rates, please contact the Housing and Operations office.

Definitions: None.

Appeal Statement: Students may submit a written appeal to the Director of Residence Life and Housing.

Related Policies: Early Arrivals Housing Policy.
Effective Date: May, 2009.

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Last Review Date: April, 2015

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