Title of Policy: Early Arrivals Housing Policy

Purpose of Policy: To address and detail conditions under which University departments and affiliates may request an early arrival date for their students/student group prior to official opening of the residence halls for the fall or spring semester.

Scope of Policy: All ESU student organizations and University departments or affiliates, under the conditions and restrictions noted herein. Other services may not be available during this time.

Policy Statement: The above mentioned departments/organizations/affiliates may request an early arrival date for their students/student group prior to official opening of the residence halls for the fall or spring semester.

Procedure: Requests are made in writing to the Housing and Operations office, by an official University department, faculty or staff member. Requests must be made at least seven working days in advance 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 requested. Requests for athletic teams are first approved by the Associate Director of Athletics before being forward to the Housing and Operations office. Early arrival dates are granted only to those departments and students who are here in an official University business or program capacity, or to International students who do not have a permanent home in the United States.

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 University faculty and staff.

Check-in times for early arrivals are offered at various pre-scheduled time blocks, convenient to the schedules of the Residence Life staff. No outside times or different arrangements for key pick-ups will be entertained.

A per-diem charge is applied to all early arrival students, 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 which 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: Break Housing Policy.
Effective Date: May, 2009.
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