



SKC STUDENT HOUSING

WINTER BREAK OCCUPANCY FORM

Get ready for Winter break! The SKC Student Housing Department requires that all Student Tenants notify the Department of their plans for Winter break, whether staying on campus or leaving. A tenant is considered to be “staying” if they remain in their unit three (3) days or more after Winter break begins, or return to Housing three (3) days or more before Winter break ends (unless otherwise discussed with the Housing Manager).

All tenants must complete this form and return it to the Housing Office no later than **November 5.**

Please note:

- Dorm tenants who leave campus for Winter break will not be charged rent. Those who stay will be charged a prorated rate of **\$330** total. Tenants who do not notify Housing of their plans will be charged for rent.
- Family Housing tenants will be charged normal rent, regardless if staying or going.
- **All tenants must set thermostats to 60 degrees or higher to prevent pipes from freezing and breaking.**
- Tenants are responsible for keeping track of their keys and fobs when they are away from campus. Lost keys or fobs will result in charges. The Student Housing Office will hold keys and fobs upon request; tenants must contact the Housing Office or SKC Security to receive keys held for them upon return.
- All Housing rules and regulations apply during break periods.

Student’s Contact Information: *(How you can be reached over Winter break)*

Name: _____

Phone: _____

Unit #: _____

Email: _____

IF LEAVING OVER BREAK

Please initial:

- _____ I am planning to leave Student Housing during Winter break.
- _____ I understand that I must set my thermostat to 60 degrees or higher to prevent the pipes from freezing and breaking while I am away.
- _____ I understand that I may leave no later than three days after Winter break begins, and that I may return no sooner than three days before Winter break ends in order to be considered “leaving.”
- _____ I understand that I am responsible for my keys and fob and will be charged for replacements if I lose them.

IF STAYING OVER BREAK

Please initial:

- _____ I would like to remain in my Student Housing unit during Winter break.
- _____ I understand that I must abide by all of the conditions stated in the Housing Handbook.
- _____ I understand that I will be responsible for all actions of my guests and visitors and will inform them of Housing policies, and that all guests of Housing are subject to the policies outlined in the Housing Handbook.

I have read the above guidelines for Winter Occupancy and understand my obligation. I will notify the SKC Housing Department if the contact information above should change. By signing this document, I understand and agree to abide by the standards set forth in the above items, the SKC Student Housing Handbook, and the SKC Student Handbook.

Signature

Date