During the Winter Break, a limited amount of housing is provided for approved athletes, international students who cannot go home for the break, students who are taking classes at Penn that begin before classes at Haverford, and in cases of extenuating circumstances. The Athletic Dept. coordinates winter break housing for approved athletes. The Office of Residential Life coordinates winter break housing for all other eligible students.

Students requesting Winter Break Housing must fill out and submit the Winter Break Housing Application form and submit it to the Office of Residential Life (Chase 213) by the deadline of 5:00pm, Friday, October 28th. The Office of Residential Life will review applications and get back to each student as quickly as possible after the application is received. Winter Break Housing assignments for approved students will be made and sent out in early December.

The application form may be downloaded (see next page) or may be picked up at the Office of Residential Life. If you are a student in one of these groups and have questions, please contact our office at 610-896-1298 or hc-reslife@haverford.edu.

IMPORTANT NOTE: During the winter break, students are not permitted to have guests stay with them in their winter break housing.

Students who apply for and choose housing in designated winter break housing dorms are responsible for knowing, understanding and agreeing to abide by the guidelines and policies of this housing.

DESIGNATED WINTER BREAK HOUSING BUILDINGS:

710 College Avenue, Henry S. Drinker House, Yarnall, and all upper-class apartments at HCA are designated winter break housing. Traditionally, we have housed approved winter break residents in 710 College Avenue, Henry S. Drinker House, Yarnall and HCA #10, 11, 14, 18, 19 and 23. Additional buildings at HCA will be filled only as numbers warrant and in the following order: HCA #15, 31, 35, 50, 46, and then 30. Please note that this is subject to change. This means that students living in these designated winter break buildings understand and willingly accept that approved students will be (or may be depending on the numbers) living in your housing during the winter break.
2016-2017 WINTER BREAK HOUSING APPLICATION

The DEADLINE to submit applications to the Office of Residential Life (Chase 213) is **5:00pm, Friday, October 28th**.

1. Name (please print clearly): ___________________________ Year: ______________
   ID: ___________________________ Gender: ___________________________ □ Prefer not to answer

2. Your current housing: ___________________________ Email: ______________ @haverford.edu  Cell Phone #: ___________________________

3. You are requesting Winter Break housing because you are
   □ an international student  □ taking a class at Penn (beginning 01/11/17 or later)  □ other

4. Please **CIRCLE** EACH NIGHT that you are requesting Winter Break Housing.

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<th>December 2016</th>
<th>January 2017</th>
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Un-shaded areas = Winter Break housing, Shaded areas = when dorms are regularly open

6. Do you have a friend who currently lives at HCA whose room you would like to live and s/he has given you permission? **Please note:** While we cannot guarantee this we will try to accommodate your request, if possible.
   □ No  □ Yes, in apartment _________ Name of friend ____________________________

7. Do you know of other student(s) applying for Winter Break Housing with whom you would like to be roommates and/or apartment mates? **Please note:** Individual apartments in winter break housing is single-gender.
   □ No  □ Yes  Name of friend(s) __________________________________________

8. Please read the following carefully and sign below. I understand that:

   - Upon receiving my winter break housing assignment, it is my **responsibility and is a requirement** of living in Winter Break Housing to immediately get in touch with the student in whose room I will be temporarily living to talk about basic guidelines for the use of your space and ascertain your wishes as to any instructions or any special advice or restrictions you wish to provide for room use.
   - I am responsible for providing my own sheets, towels and other linens.
   - I am responsible for the Winter Break housing apartment and its contents to which I have been assigned and will return the room in the condition that I found it.
   - I am responsible for the Winter Break Housing key for my assigned apartment. If for any reason the key is not returned by 10:00am, Sunday, January 15, 2017, I will be charged $75.00 for a lock change plus any additional costs associated with issuing new keys to the school year residents.
   - If my plans change and I decide **not** to take a class at Penn I will notify the Office of Residential Life, **immediately**, and I will not return early.
   - If I am returning early to take a class at Penn, I may return one day before my class starts and not prior to this.
   - I will vacate my Winter Break Housing on the agreed upon date and will return my Winter Break key by 10:00am the morning following my last night of my winter break housing. Winter Break Key drop off is at the Campus Safety Office (GIAC).
   - There are no extensions beyond 10:00am, Sunday, January 15, 2017 when all dorms officially re-open for Semester II.
   - Maintenance projects may need to be done over the break in the apartment in which I will be living and that I will be notified.

I have read, understand, and agree to abide by all of the above.

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**Signature** ___________________________ **Date** ___________________________