

University of South Carolina-Beaufort

Housing Break Request Form

Students planning to remain in their room, return early from Thanksgiving, Winter or Spring break, or be in the residence hall during any portion of the break period, must complete this form and have Housing approval to gain access to the hall. **No student is permitted to be in the residence hall during any portion of break time without completing this form and returning it to Housing.**

Please understand the following rules apply for all break periods:

- Students must complete this form and have it approved by Housing prior to the break starting.
Thanksgiving Deadline, Nov.19
Winter Break Deadline, Dec 3
Spring Break Deadline, Feb. 25
- Students may not have visitors, other than USCB students who also have permission to stay, in the hall during the break periods. **No overnight guests are permitted without written permission from Housing.**
- **Students found in violation of these rules or any Housing policy will be asked to leave the campus immediately and not permitted to return until the end of the break period.**

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Please complete the following information and return to Housing by appropriate deadline.

Thanksgiving Deadline, Nov.19

Winter Break Deadline, Dec 3

Spring Break Deadline, Feb.25

PRINT CLEARLY

Student Name: _____

Building: _____ Room #: _____

Email: _____ Cell Phone: _____

Emergency Contact Person: _____

Emergency Contact Phone Number: _____

Student ID # _____ Key Fob # (PV Only): _____

*Dates you will be in the hall: From: _____ to _____

Reason for Request:

(If "Work" is your reason, you must submit a copy of your work schedule for your request to be considered.)

By signing below, I acknowledge that I agree to abide by all aspects of the Student Handbook and that I have read and understand the above stated rules.

Student Signature

Date

Housing Approval Signature

Date