

THANKSGIVING 2009 RECESS HOUSING APPLICATION INFORMATION

All residence halls will close on **Wednesday, November 25, 2009 at Noon** for the Thanksgiving break and will re-open on **Sunday, November 29, 2009 at 11am**. During this time, housing will be available only for students with extenuating circumstances. Please note that all SUNY card access will be deactivated during this time unless you have been approved to stay during the intercession.

Any current resident that needs Recess Housing during the break **MUST FILL OUT AN APPLICATION**. Recess Housing is available on a limited first come, first serve basis for those with extenuating circumstances. **Upon Approval**, residents currently residing in Anthony, Cooper, Fulton, Van Rensselaer, Ryckman, Ten Broeck, Waterbury, Sayles or Pierce Halls can remain in their current assignment. Students not assigned to any of these buildings may also fill out a Recess Housing Application **to stay in the bunkroom of Waterbury Hall on Alumni Quad**. Spaces in the bunkrooms are limited and are filled on a first come first serve basis. Under no circumstances may you house friends, teammates, family, or guests of any kind over the intersession. Please note that there is no food service available during this period, and University services and quad office hours are limited. **All University policies on Rights & Responsibilities apply during this time.**

Your request for recess housing will be reviewed based upon the criteria listed below and the date of receipt on your application.

Criteria:

*Be an on-campus student assigned to Alumni, Colonial, Dutch, Indian or State Quad for the current fall 2009 semester.

*One of the following situations applies to you:

1. International student.
2. In a University-related activity (University employment occurring during recess, internships, etc.).
3. An out-of-state resident of considerable distance.
4. Extenuating personal circumstances (explained completely on application).

Application Procedures:

- You must complete the Recess Housing Application Form and return the form to your Quads Information Center as soon as possible and by the deadline: Monday November 16, 2009 at 5 pm.
- You will receive notification via the e-mail address indicated on the application whether your request has been approved or denied by Friday, November 20th 2009
- If approved, you must submit a check for \$25 made out to the University at Albany to the **Alumni Quad Office** as a security deposit if you plan to reside in the male or female bunkroom (you are not a current resident of Anthony, Cooper, Fulton, Van Rensselaer, Ryckman, Ten Broeck, Waterbury, Pierce, and Sayles Halls). The check will be returned to you or destroyed if no damages are incurred and keys are returned.
NO CASH WILL BE ACCEPTED.
- SUNY Card access will be given to students approved to stay. Late applicants will **NOT** be able to receive access and therefore will not be accepted.

THANKSGIVING 2009 RECESS HOUSING APPLICATION

Thanksgiving Intersession – November 25, 2009 to November 29, 2009

*Return to your Quad Office
NO LATER than 5 PM on Monday, November 16, 2009*

I am a current resident of (please check the box that applies to you):

- | | | |
|--|---|--|
| <input type="checkbox"/> Van Rensselaer (Dutch Quad) | <input type="checkbox"/> Anthony (State Quad) | <input type="checkbox"/> Waterbury (Alumni Quad) |
| <input type="checkbox"/> Ryckman (Dutch Quad) | <input type="checkbox"/> Cooper (State Quad) | <input type="checkbox"/> Pierce (Alumni Quad) |
| <input type="checkbox"/> Ten Broeck (Dutch Quad) | <input type="checkbox"/> Fulton (State Quad) | <input type="checkbox"/> Sayles (Alumni Quad) |

**If approve and you currently live in one of these nine buildings you will be able to remain in your room*

- Other **If approved, you will be staying in the bunkroom on Alumni Quad and will be responsible for submitting a \$25 deposit to the Alumni Quad Office. See instructions for more details.*

Student Information: PRINT INFORMATION CLEARLY

Student ID # _____

Last Name _____ First Name _____ MI _____

Current on Campus Assignment: Hall _____ Room# _____

Phone number where you can be reached (must have voicemail on it) _____

Email (that you check regularly; will be used for application notification) _____

Need to Stay From _____ Until _____
(month, day, year) (month, day, year)

Which category listed below best describes your status:

_____ I am an international student.

_____ I am involved in a University-related activity (University employment, internship, etc.).

Activity/Contact Person: _____

_____ I am an out-of-state resident. My permanent residence is in the city/state of _____
_____. (Must be verified on MyUAlbany.)

_____ I have extenuating personal circumstances (explain briefly on the back).

Office Use Only

Date Rec'd: _____ Rec'd by Staff (Print Name): _____

Time Rec'd: _____ Notes: _____

Approved: _____ Denied: _____ Reason: _____