

**Early Arrival Application**  
**August 10, 2008 to August 22, 2008**  
**Return to the Office of Residence Life**

Any individual student requesting to return early to the residence halls must have the approval of the Associate Dean of Students/Director of Residence Life. Any group, team, or student employees of a department must seek the approval through the office of the Vice President of Academic Affairs. Early Arrivals may be assessed a minimum of a \$25 per night Early Arrival Fee. Approved Early Arrivals may have to move into a temporary assignment until the student's fall assignment is available.

**Resident Information**

Name (Print Clearly) \_\_\_\_\_

Fall 2008 Housing Assignment (Building) \_\_\_\_\_ Room # \_\_\_\_\_ Phone Ext. \_\_\_\_\_

**I intend to arrive early to College housing for one of the following reasons:**

Please Check:

Travel Plans (attach itenary) Arrival Date \_\_\_\_\_

International Student Arrival Date \_\_\_\_\_

Off Campus Job (list location and attach work schedule) \_\_\_\_\_

On Campus Student Worker Position (**attach work schedule and supervisor contact information**)

\_\_\_\_\_  
 Personal (explain) \_\_\_\_\_

**Signature of Supervisor/Coach/Advisor/Professor** \_\_\_\_\_

(E-mails may be sent in lieu of a signature to the [ResLife@wooster.edu](mailto:ResLife@wooster.edu) e-mail account.)

**Contact Phone Number:** Please list # \_\_\_\_\_

**I intend to arrive early to College housing for the following nights** (please check all applicable dates):

August 10    August 11    August 12    Augusts 13    August 14

August 15    August 16    August 17    August 18    August 19

August 20    August 21    August 22

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**Please read the following carefully:**

1. This form must be completed and submitted no later than **Friday, August 15, 2008 at noon.** (*Late contracts may result in a delay in obtaining your break key and telephone service. A **Late Registration Fee** of \$25.00 may also be assigned.*)
2. I understand that application for Early Arrival does not guarantee approval and that I should not make travel plans until after I have received confirmation that the Associate Dean/Director has approved my request.
3. I understand that all policies and procedures as stated in the Scott's Key and Housing Agreement will be in place upon my arrival and infractions of policies and procedures could result in my Early Arrival status being revoked and that I could be required to leave campus until Fall Opening Day.
4. I agree that I will not have overnight guests during the break, if I am staying in a temporary assignment.
5. I understand it is my responsibility to find either my RA or a staff member in my building to complete all necessary paperwork on the date of my arrival. Failure to do so could result in an Improper Check-In Fee.
6. I will be responsible for the security of the building, the condition of the room and any missing or damaged items.
7. I understand that I may be charged a housing fee of \$25.00 per night for use of the room depending on the need of my stay in College housing. Students must notify the Office of Residence Life 24 hours prior to any date changes. Failure to notify the Office of Residence Life will result in a full assessment of charges.
8. **There will be no Meal Plan in effect until dinner on Sunday, August 24, 2008.**

**I have read and understand the terms set forth for break housing:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note this form DOES NOT include meals.**

**Office Use Only:**

\_\_\_\_ Approved

\_\_\_\_ Denied

Comments \_\_\_\_\_

Number of nights staying \_\_\_\_\_ @ \$25 per night or \$ \_\_\_\_\_ per night

Storage Fee \_\_\_\_\_

**Total amount to be billed** \_\_\_\_\_