INTENT

It is the intent of this policy to respond to the needs of students during vacation and selected periods of non-attendance by outlining the conditions under which students will be permitted to continue living in the Residence Halls. This policy affects students who are enrolled on a continuing basis at Edinboro University of Pennsylvania and who reside in University-owned residence halls.

POLICY

1. In cases where there is a serious problem in terms of travel time and cost for a student to return to his/her permanent residence during a vacation break/selected period of non-attendance, or other good cause exists in the opinion of the Vice President for Student Affairs, a student may be granted permission to stay in a University Residence Hall during such time periods. The Summer Sessions are not considered a vacation break or selected period of non-attendance (hereafter called Break period or periods) and permission will not be granted for summers when a student is not matriculated.

2. Applications for Residence Hall lodging during Break periods should be received by the Edinboro University Director of Residence Life and Housing no later than two weeks prior to the time campus residency is required or such other date set by the Vice President for Student Affairs. The Director of Residence Life and Housing will review and forward Break period housing recommendations to the Vice President for Student Affairs for final approval.

3. Each student will be assessed a fee per day (see University Fee Schedule) for such periods of time as the student chooses to remain in the Residence Hall during a Break period.
4. Students who choose to live in a Residence Hall during a Break period must assume responsibility for meeting his/her own food needs during those periods of campus residency when University facilities are closed.

5. Students may apply to the Edinboro University Director of Residence Life and Housing for a Break Period Housing Fee Waiver. The Housing Fee Waiver Form must be completed and returned to the Residence Life and Housing Office no later than two weeks prior to the time of campus residency or such other date set by the Vice President for Student Affairs. Requests submitted after the deadline will not be considered in absence of extenuating circumstances.

6. The Break Period Housing Fee Waiver Form must be accompanied by documentation justifying the student's request (i.e., financial aid records, welfare statements, etc.).

7. A Break Period Housing Fee Waiver will be granted when the University or any of its departments or programs require the student to be present at Edinboro University of Pennsylvania during a Break period. The Director of Residence Life and Housing will review and approve these requests.

In all other cases, the Break Period Housing Fee Waiver Form and accompanying documentation will be reviewed by the Director of Residence Life and Housing.

PROCEDURE

1. Only designated residence halls on campus will be opened for student use during Break periods. Those residence halls will be identified and designated by the Director of Residence Life and Housing. Determination of designated residence halls will be made in consultation with the Maintenance and Housekeeping staff, and the Office of Students with Disabilities, to decide if any residence hall facilities more appropriately meet the needs of our students. Considerations will include but are not limited to available Residence Life staff, students with disabilities, and any special maintenance projects to be performed during this time.

2. After determination is made regarding which residence halls will be designated as "open for occupancy" during Break periods, notification will be provided to the Vice President for Student Affairs, University Police, to all Student Affairs staff, Campus switchboard, International Education Office, Ghering Health Center, and any other appropriate University offices. The opening of these designated facilities will be at a specific date/time, and students and all involved parties will have that information communicated to them by the University Residence Life and Housing Office and/or the parties should contact the Residence Life and Housing Office for this information.

3. Students must make timely application (for Break period housing) in accordance with section II. POLICY A. of this Policy by signing a list from the Director of Residence Life and Housing available in each Residence Hall.
4. Students whose requests are approved will receive written notice of approval. The students will be required to sign and date a key sheet which will provide information on his/her check-in and check-out times over breaks/selected periods of non-attendance so he/she may be billed in an appropriate manner.

5. No trespassing notices will be posted in each of the Residence Halls which are not used and anyone found in those buildings after those notifications are posted is subject to arrest by University Police, and/or faces those University disciplinary sanctions imposed upon anyone occupying a Residence Hall space without written permission.

6. Students who return to campus prior to the end of the designated vacation break/selected period of non-attendance must receive advance permission from the University Residence Life and Housing Office in accordance with this policy to occupy Residence Hall rooms.