Winter Break On-Campus Housing Request Form

The Rocky Mountain College Residence Life contract states all residence halls are closed during winter and summer breaks. The RMC calendar indicates the opening and closing dates of each semester. Students may not move in earlier or move out later than the established dates without prior written authorization from the Director of Residence Life. Housing may be provided for the winter break for students residing on campus the following academic semester who meet one of the criteria listed below.

Due to safety and security concerns, guests and students not registered for winter break housing are not allowed in the residence halls at any time during winter break. All other polices will remain in effect for the duration of the winter break. Any violation of Rocky Mountain College policy during winter break will result in immediate removal from the residence halls.

To be eligible to live on-campus during the winter break, please return this completed form with required documentation to the Office of Residence Life located in Bair Family Student Center by the Monday of finals week at 5:00 p.m. Incomplete applications and missing supportive documentation may result in a denied request. Failure to meet the registration date and time will result in a late fee of $25.00 or the inability to house you during your requested stay.

Name: ___________________________________________  Hall: ___________________________  Room #: ______

Phone #: ___________________________  Email: ___________________________________________

Date(s) requesting to stay: ___________________________________________

Are you registered for on campus housing for the spring semester?  Yes  No

Reason(s) for Winter Break On-Campus Housing Request (select all that apply)

______ Student is required to remain in Billings, Montana, for athletics (no charge for athletic required dates)
       Must attach a letter from Rocky Mountain College athletic coach stating dates and times required to be in Billings for athletic purposes

______ Student is required to remain in Billings, Montana, for internship or employment purposes
       Must attach a letter from Rocky Mountain College internship or employment supervisor stating dates and times required to be in Billings for internship or employment purposes

______ Student is required to remain in Billings, Montana, for other reason
       Must attach supporting information describing reason for on-campus housing needed during winter break

By signing below I understand the Rocky Mountain College Residence Life requirements and verify that the information given in this application is true and accurate. I understand that the dining halls will be closed during the winter break.

________________________________________  ___________________________
Student Signature  Date