



UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
HOUSING & RESIDENCE LIFE

**REQUEST FOR OCCUPANCY DURING WINTER BREAK**  
DECEMBER 17<sup>TH</sup>, 2016 – DECEMBER 31<sup>ST</sup>, 2016

**NAME:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_

**BUILDING:** Neyoh or Keyoh **WING:** North or South **SUITE:** # \_\_\_\_\_ **BEDROOM:** 1 2 3 4

**ACADEMIC YEAR 2016/2017 STUDENTS:**

UNBC Housing and Residence Life expect that the majority of residents will be leaving Residence for the winter break after exams are finished on December 16<sup>th</sup>. However, if you are a resident that needs to stay in Residence at any time during the winter break, you must apply to do so with this form. For safety and security reasons we need to know which rooms are occupied on any given day. This form is due no later than **December 2<sup>nd</sup>, 2016 at 4:30pm**. If you are planning to stay in UNBC Residence for the entire break an additional \$125 fee will be applied. If you are only staying for a few days an additional \$20.69 per day fee will be applied.

\* All students returning for the January 2017 Semester who have not completed this form will be denied access to the Residence Buildings throughout the Winter Break until Move In Day on January 1<sup>st</sup>, 2017 \*

**FALL 2016 ONLY STUDENTS:**

Residents requesting to stay beyond December 16<sup>th</sup>, but who have signed the License Agreement for the Fall semester only must also complete this form. Please indicate which dates you will be staying in Residence for below. Additional Fees of \$20.69 per night apply.

I AM REQUESTING TO OCCUPY RESIDENCE ON THE FOLLOWING DAYS DURING THE 2016 WINTER BREAK:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
DD / MM / YY DD / MM / YY

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_

Conditions: I understand that, should I be approved for the requested stay, failure to comply with the Residence License Agreement, Student Code of Conduct, and Residence Handbook may result in my being required to leave Residence with one hour's notice, no matter what the time is or how inconvenient it may be to me. I also understand that my Residence License Agreement and future application may be in jeopardy should I fail to comply with the stated conditions. I acknowledge that during the exam period, 23 hour quiet hours are in effect. I acknowledge that all approved stays are subject to additional rent fees, as outlined in section 2.2 of the License Agreement. Rent fees will vary depending on the length of stay as listed above.

I understand and agree to the above stated information:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date: DD / MM / YY

**OFFICE USE ONLY**

\_\_\_\_ Updated TS1000 access Request approved: \_\_\_\_\_ Fee amount: \_\_\_\_\_  
\_\_\_\_ Card overwrite completed Approval date: \_\_\_\_\_ Fee applied: \_\_\_\_\_  
\_\_\_\_ Added to winter break spreadsheet Approval by: \_\_\_\_\_

**Authorization:** \_\_\_\_\_