Cheyney University Policy SA-2010-3015

Policy on Break Housing

Approved by: Student Affairs Council/President’s Council

History: Issued -- 4-22-2010

Related Policies: n/a

Additional References: n/a

Break Housing

A. Purpose
Break Housing is for students who do not have alternative housing or must stay for student teaching on periods when the university is closed from 4 days to a week. These break periods include Thanksgiving, Spring Break and Easter.

B. Scope
The Break Housing applies to students who live on campus who do not have alternative housing arrangements when the university is closed. These include international students, athletes (when events are scheduled over these periods), student teachers or students under unusual circumstances (on a case by case basis).

C. Definition(s)

D. Policy & Procedure(s)
During Break Housing selected residence halls and apartments are open. Students are notified by Break closing memos, the Daily Brief, hall announcements and hall meetings when they are to sign up at the Housing and Residence Life office.

Housing/Residence Life Office: The students arrive at specified times to sign interim Break Housing Contracts. A host form (if the student is hosting a student from another hall) and a sign-up list which includes their social security number, host (if applicable) and room they reside in.

A roster is produced in alpha order with phone number, approximately 3 working days before hall opening which is sent to the Health Center, Public Safety, student union information desk, Housing and Residence Life, Central Staff and Building Directors and the Director of Commuter Life and Judicial Services.
A separate alpha roster is sent to the Bursar's Office with the students name and social security number for charging purposes. The Bursar will charge the students a daily rate set by the Housing and Residence Life office for the entire time the University is officially closed unless specified differently by the Associate Director of Housing and Residence Life for Hall Operations.

Main entrances to Residence Halls will be locked 24 hours a day during these break periods. Students will be issued front door keys by Building Director.

Keys issued will be returned to the Residence Coordinator responsible for the building. Keys issued to athletes will be returned to the coach of the particular team and in turn given to the Associate Director of Housing and Residence Life.

Keys are returned within 3 days after the residence halls officially open or a bill will be generated for lost keys or a core change.