



Summer Housing

Waiver Guidelines & Approval

Office Use Only:

Waiver amount: _____

Student Acct Code: _____

Student Name: _____ Student ID: _____ Home Phone: _____

Cell: _____ Preferred Email: _____

Will you be taking classes during the summer session(s)? Yes No If so, when? Summer A Summer B

Department Requesting Student Employee Housing:

As part of your employment arrangement you are required to live on campus.

You will be working on campus for: Summer Research Summer Start
 Student Activities Other (please describe) _____

Housing:

Room type you are requesting: Apartment Single Double

How long are you requesting to live on campus? _____ weeks. When? From _____ To _____

How many weeks will your housing be covered by the department? _____ weeks.

- If you are unable to complete the hours required, you will be responsible for repaying the amount of the housing waiver that was not earned.
- If you are not working the entire period you are living on campus you will be responsible for paying the balance due.

Housing Waiver Steps:

- 1) Please read and fill out the form. After reading the disclosures, please sign your name and date the form below.
- 2) Obtain your Department Head or Professor's signature and they will assign the appropriate account number. Your Department Head or Professor will then send on the form to Residential Life.
- 3) The Residential Life Team communicates the amount of your waiver and the term during which it is to be applied. The Residential Life Team then sends the completed waiver to the Student Accounts Office.
- 4) The Student Accounts Team will then post the waiver to your student account.

If, for whatever reasons, you leave campus, either before the start of a term or during a term, please contact the Department of Residential Life as soon as possible so that necessary adjustments may be made to your student account.

Disclosures:

The Financial Aid office will be notified of the amount of your housing waiver if you are a registered student during the summer terms. According to current regulations the amount of your housing waiver could affect the amount of summer financial aid you are eligible to receive. Please discuss the implications with the Financial Aid office.

By signing and dating this form, I acknowledge and understand the tax information above. I also understand that these resources may effect my eligibility for a subsidized student loan. In addition, I understand that if a college debt must be referred to outside sources for collection, I will be responsible for paying additional collection costs including but not limited to, attorney fees and disbursements. Nazareth College reserves the right to withhold grades, transcripts, diplomas or registration in those instances where financial obligations are not fulfilled. Furthermore, I agree to all terms outlined on this document, and I assert that I have received a copy for my records.

Student Signature

Date

Account Number

Signature Approval from Department

Date

Office Use Only:

Approval from: Department of Residential Life: _____ Date: _____

Department of Residential Life | Nazareth College | 4245 East Ave | Rochester, NY 14618 | 585.389.2480

Waiver applied by Student Accounts: _____ Date: _____