

Please complete this contract and return it to Brad Harmon in Housing & Residence Life by May 1, 2009

2009 Early Arrival Group Contract

Group Name _____

Group Coordinator _____

University Department _____

Phone _____ Email _____

Early Arrival Date _____

**Please note: We will make every attempt to place students into their fall assignments immediately, but may not be able to do so in all cases. If we are unable to put a student directly into their fall assignment, we will place them in a temporary assignment until their fall space is ready.*

POLICIES AND ASSESSMENTS

Policy	Assessment
The group coordinator must meet deadlines set forth by Housing and Residence Life unless special permission has been granted by the Associate Director of Residence Life.	\$50.00
The group Coordinator must provide an accurate roster and notify the Associate Director of Residence Life of any changes <i>prior to group arrival</i> .	\$50.00
Students must return room keys and temporary access cards to the RA offices	\$35.00 for lost key; \$10.00 for lost access card
Students must check in at RA office during their groups' designated check-in time	\$25.00
Students must check out of temporary housing by assigned day and time if they happened to be placed in temporary housing.	\$25.00
Approved early arrivals may not allow unapproved roommate(s) to move in early	\$35.00/day for student who allows move in \$50.00/day for student who moves in unapproved
Students may not damage University property	varies according to damage
Students may not violate University policy (as outlined in <i>The Helmsman</i>) during the Early Arrival period	varies according to violation

IMPORTANT DATES

- **April 15, 2009** Early Arrival Request Forms Due
- **May 1, 2009** Early Arrival Rosters and Contracts Due
- **July 10, 2009** FINAL Add/Drop date for arrival rosters due to Associate Director of Residence Life
- **July 17, 2009** All Early Arrival students notified about check-in times and locations
- **August 14, 2009** Summer Session Housing closes
- **August 21, 2009** Housing officially opens for freshmen move-in day
- **August 23-25, 2009** Housing officially opens for returning students

Before signing this contract, please make sure you understand the Early Arrival policies and procedures outlined at www.furman.edu/housing/earlyarrivals.htm

I, _____, have read the preceding information regarding Early Arrivals and have reviewed the Early Arrival web site (www.furman.edu/housing/earlyarrivals.htm). I agree to uphold the policies and procedures set forth by Housing and Residence Life, and I understand that my department will be assessed for any policy violations that occur during the Early Arrival period.

Group Coordinator Signature

Date