

GRADUATE HOUSING SPECIAL CIRCUMSTANCES FOR 2008-2009

Commonly asked questions:

- Q** I live in Hasbrouck or Maplewood Family Housing (sections B, C, D) and will be graduating in May. I would like to leave before the end of my contract. What do I need to do?
- A** *You must obtain written documentation from your college: your graduation packet with your name on it, your diploma, or a letter from your college, on college letterhead, confirming your academic completion. Once you have this documentation, and you know the exact date of your departure, you must contact Missy Riker, Graduate Housing Coordinator at mar13@cornell.edu to set up an appointment to sign a vacate form by March 1, 2009.*
- Q** I live in Hasbrouck or Maplewood Family Housing (sections B, C, D) and will be participating in a summer internship or research and will not be returning to university housing when I return to the university. I would like to leave before the end of my contract. What do I need to do?
- A** *You must obtain written documentation from your college, on college letterhead, confirming your academic related internship. Once you have this documentation, and you know the exact date of your departure, you must contact Missy Riker, Graduate Housing Coordinator at mar13@cornell.edu to set up an appointment to sign a vacate form by March 1, 2009.*
- Q** I live in Hasbrouck or Maplewood Family Housing (sections B, C, D) and will be participating in a summer internship or research project outside the Ithaca area, and would like to keep my same apartment when I return. I would like to leave my belongings in my apartment during the summer and request the Special Storage Agreement during this time. What do I need to do?
- A** *The Special Storage Agreement is for residents that will be gone for a minimum of two (2) months, but no longer than four (4) months, and will be here for a minimum of four (4) months upon their return for the purpose of academic internships or research gathering. Your current contract will stop on the day you depart. You turn in your keys to the Service Center, and no one is permitted to enter the residence during this time, except for emergencies. You will be charged \$7.25 per night during the time you are gone, and the new contract will begin on the date you return. The ending date of your current contract and the start of the new contract must be determined before you leave, and all paperwork must be completed and signed prior to your departure. You must obtain written documentation from your college (professor, advisory, or college field secretary) on their college letterhead confirming your academic-related internship or research, as well as the time frame you will be gone. Once you have the documentation, exact date of departure and return date, you must contact Missy Riker, Graduate Housing Coordinator at mar13@cornell.edu to set up an appointment to complete the Special Storage Agreement by March 1, 2009, or as soon as possible.*
- Q** I live in university housing and will be moving off campus at the end of my contract. Do I need to notify you?
- A** *Please contact Missy Riker, Graduate Housing Coordinator, at mar13@cornell.edu or (607) 255-5368 to inform her of your departure.*
- Q** I have an academic contract ending 5/16/09 and I live in Maplewood Park (sections A, E, F, G) Single Graduate Housing or Schuyler House and I will be graduating in May. I would like to stay in my room through graduation. How do I do that?
- A** *You must obtain written documentation from your college: your graduation packet with your name on it, your diploma, or a letter from your college on their letterhead, confirming your academic completion. If you live at Maplewood Park and hold an academic contract, once you have this documentation of proof you must contact Missy Riker, Graduate Housing Coordinator at mar13@cornell.edu to set up an appointment to complete a vacate form. If you live in Schuyler House, you must go to Schuyler Service Center to complete a vacate form. You will be permitted to stay until 12:00pm on Monday, 5/25/09 without any additional cost to you.*

Q I have a 12-month contract and I live in Maplewood Park Single Graduate Housing (not a studio apartment), and I will be leaving at the end of the spring semester for either of graduation, internship, or another academic reason. What do I do?

A *You must obtain written documentation from your college: your graduation packet with your name on it, your diploma, or a letter from your college, on their letterhead, confirming your academic completion, internship, or away from campus research. Once you have this documentation, and you know the exact date of departure, you must contact Missy Riker, Graduate Housing Coordinator at mar13@cornell.edu to set up an appointment to sign a vacate form. You will be billed for all days you occupy the apartment plus an \$800 cancellation fee, based on the terms of your contract.*