

SUMMER OF 2009
FORM FOR STUDENT EMPLOYEES LIVING ON CAMPUS

Eligibility

Please note that in order for you to qualify for housing during the summer you must be employed through an internship or have a job(s) paid by the College **for a minimum of 20 hours per week for a minimum of five weeks.** The charge is \$35/week which will be deducted from your paycheck weekly, along with the board plan of your choice. You must officially request the Campus Post Office leave your mail box open for the summer by June 12, 2009.

Name & Class Year	short cut e-mail	Williams ID	Box #
Home Address		Home Phone	
City	State	Zip	

Emergency Information

Person to contact in emergency	Home phone	Work phone
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INFORMATION ABOUT HOUSING

Summer housing will be in Currier, Gladden & Morgan. Summer Science Research Students on a list provided by the SSR program will be housed in Gladden beginning May 26. Summer housing officially begins June 15, after 2:00 p.m. and ends on the earlier of 5 pm August 22, or the day your summer job ends. Keys may be picked up on June 15 from 8 am to 3:30 pm. Please call 597-2195 to request to have your key left in Security if you are arriving after 3:30. Other than those students on the SSR list, your employer must sign this form before you can participate in the summer housing lottery, which will be held May 7 at 4 p.m. at the Log.

CURRENT ROOM: _____

Summer dorm & room _____ x _____
(to be filled in by Facilities Services)

Please list the actual start date of your job: _____

Please list your vacation dates: _____

Please list the date you expect to vacate your summer room: _____

To participate in the lottery, this form must be filled out, signed & returned to Linda Brown in the Office of Facility Services by May 1.

Information About Your Employment

Job #1

Job #2 (if applicable)

Provide the name(s) of the person who supervises you:

Employer's Name

Employer's Name

Employer's Department

Employer's Department

Your position

Your position

Number of hours worked per week

Number of hours worked per week

Total hours per week

Employer's Verification: I verify that the job information listed above is correct.

(to be signed by employer)

(to be signed by employer)

Information About Your Meal Plan

If you are living in a College dormitory from June 15 to August 22 (or the date your job ends if earlier than the 22nd), you must sign up for a meal plan. Meals will be served in Pareksy. Dining Services will continue to offer the casual door rate option: breakfast - \$6.25; lunch - \$10.00; dinner - \$13.00) This year the options are:

Any 5 meals/week	\$31.25/week	_____
Any 10 meals/week	\$62.50/week	_____
Any 14 meals/week	\$87.50/week	_____
Any 20 meals/week	\$131.25/week	_____

Your choice of meal plan will apply for the entire period of your employment, unless you make a change directly with Dining Services by June 1. Meals start with breakfast on Monday, June 15 and end with dinner, August 22. The charge per week will be deducted from your paycheck.

My meal plan will begin on _____ and will end on _____.
(The week runs from Sunday to Saturday and there are **NO** partial week meal plans. If you are going to be away for a vacation, you must inform Linda Brown **NOW** and you will not be charged board for those weeks.)

