2017 Early Winter Return Coach / Supervisor/ Advisor Form

In order for requests to be considered for Early Winter Return (i.e. before Wednesday, Jan 10, 2018), students must provide a valid reason to be in residence during this time. If your reason for requesting Early Winter Return involves a job, internship, Senior Thesis, and/or working for or with others in any capacity, you must ask your supervisor, faculty member, advisor, etc. to fill out this form for you. It will be your responsibility to ensure that this form is received before the deadline (4pm, Monday, December 4, 2017). This form must be received in addition to submitting the Early Winter Return Request Form on the Barnard Housing Portal

Student Name          Student ID
Building & Room #     UNI
Date Requesting to Return to Campus Housing       Class Year

Below to Be Filled Out by Coach / Supervisor / Advisor / Etc.

Barnard College's res halls are closed for Winter Break and do not reopen until 9am on Wednesday, January 10, 2018. Students may apply to return to campus early starting Sunday, January 7. However, Early Winter Return is not guaranteed and approval should not be assumed. Submission of this form does not guarantee that this student's request will be approved.

Your Name
Title / Organization
Student's role in your organization
Dates you are requesting (b/w Jan 7 – Jan 10, 2018) for this student to report to your location to work/etc.

What function(s) are you requesting this student to perform during this time period?

Why must this function be performed during the time period requested?

Is there anyone else within your organization who can perform this function during the dates requested?

Please explain in detail why you are requesting for this student to be in residence b/w Jan 7 – Jan 10, 2018:
Please attach additional pages or documentation as necessary.

Coach/Supervisor/Advisor/Etc. Signature            Date

Last revised   11/6/2017