Office of Residence Life – Break Stay Approval Instructions

During official University break periods all residence halls are closed. Certain students may be approved to stay during breaks, but must request permission via the Online Break Stay Request Form. Please follow the instructions below to submit your request.

In order to be approved all requests must be accompanied by validation from a supervisor or coach. We reserve the right to deny any incomplete request. Valid reasons for break stay might include, but are not limited to the following:

- Athlete in season
- Working on or near campus
- Out of state student
- Class in session

1. Point your browser to:

2. Review the preliminary information.

3. Be sure you are applying during the sign-up period for the designated break.

4. Fill out the entire form.

5. Be sure to read the Break Housing Terms and Conditions, and click agree.

6. Successful submissions will conclude with an onscreen message, and an email.

7. You will receive an email indicating whether the request was either Approved or Denied within three business days of your submission. Look for this message from Reslife@lewisu.edu.