

Dear Mills Community,

We are pleased to share with you our updated policies in terms of Early Arrival for on-campus living. We are glad to offer some flexibility to our students while at the same time maintaining policies that enhance the student experience of living on-campus and reducing safety and security concerns. Whereas we do understand that there are some extenuating circumstances that require students to move on campus early, we must balance these considerations with ensuring that our living environments are staffed properly and that spaces are adequately cleaned. We are less able to ensure the appropriate environment for students if we are unable to uphold important parameters in terms of move-in dates. We thank you in advance for your consideration and cooperation.

Sincerely,

The Housing Policies and Procedures (HPP) Committee

Early Arrival Policy

To be considered for exception to the scheduled arrival date, due to extreme circumstances, students must contact Housing Management and Dining Services (HMDS) by the date listed on the *Housing* website, under the *ID Validation and Move in* page (http://www.mills.edu/campus_life/housing/id_validation.php). Circumstances justifying an Early Arrival include coming from outside of the US, coming to work with or attend a class offered by a College department, an SSD accommodation, or arriving early due to familial hardship. In order to be considered for Early Arrival students must have paid or arranged payment on their student account balances prior to contacting HMDS. Requests will be reviewed by the HPP Committee, and students will be notified regarding whether their requests have been granted within 72 hours.

In order to move into their room students must have cleared their student accounts with the M Center (paid in full or made payment arrangements and submitted their first payments). Students who do not contact HMDS by the deadline listed online, or who are not approved for Early Arrival, will not be eligible to move into their rooms prior to the scheduled arrival dates and will need to make alternative arrangements to avoid additional fees. Fees for Early Arrival will be billed to the students' accounts (or, if a student is requested by a College department to be here, it should be sponsored by that department). Fees for students on the approved Early Arrival list will be billed regardless of whether the students actually arrive early. The fee is also listed online and changes every academic year.

Any questions and Early Arrival requests should be directed to

Housing Management and Dining Services (510.430.2127 or housing@mills.edu).

10.10.14