Office of Residence Life
376 Hale St.
Beverly, Massachusetts 01915
Tel. (978) 232-2141

Declaration of Intent
Full Semester Internship

This form notifies the Residence Life Office that the student intends to participate in the Housing Selection process, but the need for on campus housing may change depending on whether their pending full semester internship application is approved.

In order to participate in the Housing Selection process without penalty, students currently waiting for approval for these programs must turn in this form to the Office of Residence Life no later than:

5pm on March 15

Students participating in the Housing Selection process who receive approval to go on Semester Internship program without first declaring their intent with this form will lose their $500 Continuation Deposit.

Please provide the information below:

Last Name:_____ First Name:_____ ID:_____ Date:_____

I am waiting for approval for my semester internship? Yes___ No___

The student has **1 week** from the date of approval notification to complete a Change in Residency Status form, which will notify the Residence Life Office that the student will no longer require housing for the upcoming semester. **Student must also have their internship coordinator email Residence Life to confirm their semester internship.** Failure to meet this deadline will result in the loss of the $500 Continuation Deposit. The Continuation Deposit must be repaid before the student can register for classes, begin their semester, or be readmitted to housing.

I, _____, understand the terms stated above and agree to complete a Change in Residency Status form from the Office of Residence Life no later than 1 week after I receive notification of approval for full semester internship. I understand that failure to complete the Change in Residency Status form will result in the loss of my Continuation Deposit.

Student Signature:_____ Date:_____

Office Use Only:

Date Received:_____ Approve initial:_____

Program Approved?: Yes____ No_____ Date:_____