Old Dominion UNIVERSITY
Office of Housing and Residence Life
4601 Elkhorn Avenue, Suite 1208
Norfolk, VA 23508
757-683-4283 or 800-766-0833

Internship/Co-op Form

NAME _____ UIN _____

ADDRESS _____ PHONE #_____

HOME INSTITUTION _____ ADDRESS_____

NAME OF PROGRAM COORDINATOR AT HOME INSTITUTION _____ COORDINATOR'S TELEPHONE#_____

COMPANY/GOVERNMENT AGENCY YOU ARE WORKING FOR

COMPANY'S NAME _____COMPANY'S PHONE _____

COMPANY'S ADDRESS_____

COMPANY'S PROGRAM COORDINATOR'S NAME _____

EMPLOYMENT DATES: FROM _____ TO _____

This contract shall be in force for the number of days the student resides in university housing as indicated by the arrival and departure dates on the assignment card.

All residents are expected to vacate on their indicated date of departure and shall be expected to perform certain check-out procedures in accordance with the Residence Hall Handbook. Failure to properly check-out by the indicated departure date will result in a penalty charge, plus appropriate charges for any keys not returned. All individuals housed in residential facilities are required to abide by standards of conduct publicized by Old Dominion University, contained in the current Old Dominion University Student Handbook, or contained in amendments to the handbook as printed in official University publications. Alleged violations of the standards of conduct will be administered in accordance with procedures contained in the handbook and will be reported to the company or agency you are working for as well as disciplinary personnel at the home institution.

I hereby certify to have read this document entitled Old Dominion University Housing and Residence Life Summer Housing Agreement and the Addendum to ODU Housing Agreement Internship/Special Programs in full and understand the terms thereof, in particular the section “Cancellation of the Housing Agreement” and “Termination by the University”. I acknowledge that the University will not grant this contract unless personal guarantee of payment of all charges or obligations hereunder is made. I understand that this agreement obligates me to reside in University Housing for the entire period of occupancy as indicated by the arrival and departure dates on the assignment card.

_____ _____ Age ____ Gender ____
SIGNATURE DATE

DISTRIBUTION: Assistant Director for Administration
RETENTION: Three Years After Student Vacates

REVISED: April 2008 (2-AA)