



Due April 24, 2009 to DOF Office (Sprague 403)

## HMC Summer 2009 Research Information Form for Off-Campus Students

Email Address \_\_\_\_\_ Cell No. \_\_\_\_\_ Yr of Grad \_\_\_\_\_

Non-HMC Student: \_\_\_\_\_ College during academic year \_\_\_\_\_

I am applying for Summer Housing:  Yes  No

If yes, you must submit a summer housing agreement by April 24, 2009 to the Facilities and Maintenance Office. Download the pdf housing form found at <http://www.hmc.edu/files/FM/2008%20SH%20Agreement.pdf>, fill it in, sign it and either email the form to [christopher\\_cook@hmc.edu](mailto:christopher_cook@hmc.edu) or fax the form to 909-621-8651.

Health Ins. Policy Group and No. \_\_\_\_\_

Emergency Contact Name and Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
(please print)

Research Period—check the time frame you will be working (**10 weeks total**)

May 18-July 24  May 25-July 31  June 1-Aug 7  June 8-Aug 14

Other (if not working 10 weeks straight, please indicate your schedule): \_\_\_\_\_

**Have you received a paycheck from HMC?**  Yes  No (If **NO**, you **MUST** see Heather Clark in Kingston 234 as soon as possible upon arrival on campus to be put on payroll with proof of identity: passport or birth certificate.)

\$4000.00 – Classes of 2010 and 2011  \$3900.00 – Class of 2012 Other \$ \_\_\_\_\_

If your research is off campus, please provide the address where you want your check mailed to:

\_\_\_\_\_

The standard research position is considered a 10-week, full-time (40 hours/week) position. Stipends are based on this timeframe. If the research period is short of 10 weeks or time worked is short of full-time, then the stipend will be pro-rated accordingly. Finally, only one job or research position at the College may be held during any given period of time.

X \_\_\_\_\_  
Student Signature Date

Advisor's Name \_\_\_\_\_

Account Name (if you know it) \_\_\_\_\_

Title of Research Project (Please Print) \_\_\_\_\_

Contact Gerald Van Hecke at (909) 607-3935 or Holly Hauck at (909) 621-18340 if you have any questions.