

HALL CLOSING NOTICE

**NEED TO STAY A
FEW EXTRA NIGHTS?**

**REQUEST VIA
RESIDENCE PORTAL**

**NON-GRADUATES MUST CHECK OUT WITH STAFF 24 HOURS AFTER LAST FINAL
NO LATER THAN 6:00PM, FRIDAY, MAY 3**

GRADUATES MUST CHECK OUT WITH STAFF BY 9:00AM, SUNDAY, MAY 5

SUMMER HOUSING AVAILABLE

**APPLY VIA
RESIDENCE PORTAL**



**EAST TENNESSEE STATE
UNIVERSITY**

DEPARTMENT OF
Housing &
Residence Life

**** Spring 2024 End of Year Closing Notice ****

Campus Residents,

Thank you for living with us this year! This notice includes important dates and action items you need to take as this semester ends, along with information regarding Summer 2024 Housing, so please review fully.

On-Campus Residence Halls and Apartments officially close for Summer at 6:00pm Friday, May 3, 2024.

Residents must properly check out with hall staff within 24-hours of your last final exam.

Graduates, those assisting with Graduation, or Residents who have obtained permission from their Area Coordinator or Resident Director may stay for an extended time, no later than 9:00am Sunday, May 5, 2024.

All residents of Stone, West, and Buc Ridge Buildings C, D, E and F will need to check out of their rooms by Friday, May 3, 2024 due to summer renovations.

Q: What steps do I take to properly check out of my housing assignment?

1. Remove all personal belongings.
 - Remove all personal items from your room. Check drawers and closets, and space under the sink to be sure you have taken everything. Anything you do not want to keep is your responsibility to throw away or take to donate to a local organization. If you brought a bike with you to campus, please take it home.
2. Leave your room clean.
 - Take all trash and recycling to the proper location (dumpster or recycling bins). Sweep the floor and wipe off any surfaces in your room. Remove and discard any items from your refrigerator. Failure to remove all trash and other belongings will result in a cleaning charge.
3. Contact Housing & Residence Life Staff prior to leaving.
 - Visit your hall's front desk. If closed, call the duty number(s) posted for RA assistance.

- You will return your key (if applicable) and have your ID deactivated. Failure to follow this step will result in a minimum charge of \$35.00, plus \$50.00 for a rekey (if applicable), and any damages/dirty room charges applied to your ETSU student account.

Q: What do I do if I need to stay longer than May 5, 2024?

Permission to stay longer than May 5, 2024, no later than May 12, 2024, must be requested **by 12:00 PM on Wednesday, May 1, 2024**. All requests may not be approved. Residents will be charged their hall's daily rate for each additional night approved.

To make this request, log into your Residence Portal and submit the available **Spring to Summer Break Application and Agreement Form**. Staff from our Assignments Team will follow-up with you as needed. This form must be submitted to ensure your ID will work after May 5, 2024. Please note, visitation is suspended for the Break between Spring and Summer.

If you have applied for Pre-Term Summer or Full Summer Housing, it is assumed you/your items will be here for this short Break, so this form is not necessary. Staff from our Summer Assignments Team will follow-up with you regarding moving to your Summer Assignment, if applicable.

Residents may only stay beyond May 12, 2024, if they have applied for Pre-Term Summer or Full Summer Housing (see below).

Q: May I stay for Summer 2024?

Yes! The **Summer Housing Application** is live in all Spring residents' portals. Please visit <https://www.etsu.edu/students/housing/summerhousing.php> for full details prior to applying.

If you have already applied for Summer Housing, be on the lookout for Assignments to begin coming out later this month!

Not Returning to On-Campus Housing for 2024-2025?

If you did not reapply for on-campus housing for 2024-2025, please complete the [Deposit Refund Form](#) as soon as possible. As Returning Reapplication has closed, any returning student who did not complete a reapplication should now prepare alternative, off-campus accommodations.

If you did reapply for on-campus housing, but have since changed your mind, be advised you have confirmed agreements in place, so please complete a [Deposit Refund Form](#) to indicate your intention to not return and cancel your agreements.

Students may cancel until June 1, 2024 and receive a refund of the \$100 deposit. Failure to cancel by June 1, 2024 will obligate the student to pay rent/meal plan charges, if enrolled at ETSU for Fall 2024.

Congratulations to All Graduates, Best Wishes to Students Not Returning to Campus Housing, and to Returners - We Look Forward to Living the Buccaneer Life with you again Next Year!

Have a Great Summer!

Questions? Contact Us!

ETSU Housing & Residence Life

M-F: 8:00am to 4:30pm

423-439-4446

housing@etsu.edu

D.P. Culp Student Center, 2nd Floor,
Carrier Center Suite 226