BUC RIDGE – WINTER BREAK NOTICE 2020-2021

** PLEASE READ CAREFULLY **

** NOT ENROLLING FOR SPRING 2021 (GRADUATING OR OTHERWISE) **

Residents who are NOT going to be enrolled at the University for Spring 2021, please do the following:

1. Visit the Housing Website to complete a “Request to Cancel Housing/Dining Plan Agreement Form” and email to renee@etsu.edu by January 5, 2021**. Paper copies will also be available at the Clubhouse and Housing Office, if needed.
2. If you do not properly check out by following the steps below, you will be subject to spring semester charges up until the day we can confirm you are no longer residing in your space.
3. Remove all personal items from the apartment (food in refrigerator, cabinets, laundry room, bathroom, living room, etc.).
4. Clean your bedroom, bathroom, and your portion of the common areas. Remove all trash.
5. Avoid the risk of damaging the walls by not removing command strips. Facilities staff will remove properly.
6. Remove personal items from balconies and stairwells (chairs, bikes, etc.).
7. Understand that we DO NOT take responsibility for any items you leave inside the room, on the balcony, or in the stairwells. If you check out and leave items, you will be charged disposal fees (minimum of $50 per load).
8. Lock your bedroom before you come down to the Clubhouse to check out.
9. ** Come to the Clubhouse and complete check-out process, return key, and have ID deactivated by Apartment Staff (minimum of $85 charge for failing to check-out with staff at Clubhouse).**
10. Donate any unwanted canned food, clothing items, or household items at the Clubhouse. Leaving any such items in your apartment will result in moving labor fees (charges start @ $50).
11. If you are not graduating, you must be checked out by 12pm Saturday, Dec. 12, 2020.
12. If you are graduating, you must be checked out by 5pm Sunday, Dec. 13, 2020.
13. ** Health and Safety Checks will be conducted from 3pm to 9pm on Saturday, Dec. 12, 2020. Apartments Staff will enter and check all apartments during this time.**

** ENROLLING FOR SPRING 2021 **

Residents staying for the break, coming and going, or leaving for the break and returning to Buc Ridge for Spring 2021 do not have to check out and do not have to sign up or request permission to stay for break. Please do the following:

- Clean apartment and remove all trash in preparation for Health and Safety Checks.
• Health and Safety Checks will be conducted from 3pm to 9pm on Saturday, Dec. 12, 2020. Apartments Staff will enter and check all apartments during this time.

• Unplug unnecessary appliances and set heat on 71 degrees to prevent frozen pipes.

• Close and lock bedroom doors, bedroom windows, and main door.

• Report needed repairs utilizing form found at http://etsutma2.etsu.edu:81/

• Remember that live Christmas trees are not allowed, as they present a severe fire hazard.

• Keep up with your ID and bedroom key at all times.

• Watch your emails throughout break for updates, Clubhouse hours, repairs, etc.

• Prepare your apartment for a new roommate if you have an empty space (or if your roommate is leaving), as you could get a new roommate during the break.

• Know that Housing Facilities will be conducting their preventative maintenance inspections during the break. This schedule will be sent via email at a later time.

• Be advised that the University campus may experience water, power, telephone, cable and/or internet (Wi-Fi) outages during the break as a result of planned maintenance/unexpected complications. The University has prepared contingency plans for such emergencies; however, it is strongly advised that residents should plan for alternative housing for the break, if possible.

• The University is not responsible for loss/damage of property.

• Anyone who initially plans to return to ETSU, then decides not to return to ETSU/on-campus housing for Spring 2021 is subject to daily charges for Winter Break.

• The terms and conditions of The Wellness Addendum and all current policies remain in place throughout the break

Residents who will be enrolled for Spring 2021, please be advised that your current housing agreement is for Fall 2020/Spring 2021, and you are obligated to pay rent for both semesters. You may also have a change of roommate during the winter break.

** More information about Agreements can be found at www.etsu.edu/housing under "Forms and Agreements". The Request to Cancel Housing/Dining Plan Agreement form is available on our website and can be submitted at the Clubhouse, in person at our office (108 Burgin E. Dossett Hall) or through email to renee@etsu.edu. Please read the form carefully and provide all of the requested information and documentation, if applicable.


Please contact the Clubhouse if there are any questions. The Clubhouse will have abbreviated hours during the days over break. You may reach staff at Duty Cell 423-930-3656 or Clubhouse Office 423-439-1705.

Jon Mitchell | Manager of Student Apartments

The Department of Housing & Residence Life wishes you a Safe and Happy Holidays!