

WINTER BREAK NOTICE

**OFFICES CLOSED
DEC 22 TO JAN 1**

**OFFICES REOPEN
JAN 2 AT 8AM**

**HALLS CLOSED DEC 15 6PM TO JAN 12 9AM
RESIDENTS RETURNING FOR SPRING 2024 MAY STAY AT NO COST
MUST APPLY VIA RESIDENCE PORTAL.**

**DINING HALL CLOSING
DEC 15 AT 9PM**

**DINING HALL REOPENS
JAN 12 AT 10AM**



**EAST TENNESSEE STATE
UNIVERSITY**

**DEPARTMENT OF
Housing &
Residence Life**

**** 2023-2024 Winter Break Information ****

Campus Residents,

On-Campus Residence Halls and Apartments officially close for Winter Break at 6:00pm Friday, December 15, 2023, and reopen at 9:00am Friday, January 12, 2024. Graduates or students who have obtained permission from their Area Coordinator or Resident Director may stay for an extended time, no later than 9:00pm Saturday, December 16, 2023.

- Your current housing/dining agreement is for Fall 2023/Spring 2024, and you are obligated to pay rent and meal plan for both semesters if enrolled in classes. Moving out of your room/hall does not cancel your housing/dining agreement.*

Residents who will continue living on campus in Spring 2024, except for Powell residents or those who have received permission to move hall/room for spring, do not need to remove all of your belongings, if you are returning to the same room.

- Residents may have a change of roommate during the Winter Break. Anyone currently without a roommate are to keep the room, including common area, ready for a roommate: i.e. clean with half of the room unoccupied. Hall staff will be conducting Health and Safety checks and will verify the readiness of the room.

Everyone: Before leaving for all or part of the Winter Break, please do the following:

- Clean room by taking trash to dumpster, washing dishes, properly storing food/clothing, and discarding perishable items.
- Clean and defrost your personal refrigerator, and unplug all unnecessary appliances, where possible. If you have food in a community refrigerator, clean out needed items and label what remains.
- Take valued items home, including plants and fish.
- Report any needed repairs, especially water leaks, at <https://www.etsu.edu/students/housing/workorder.php>.
- Close/lock door/windows and close blinds.

If you will not be enrolled in classes at ETSU for Spring 2024, please do the following to avoid being charged for a dirty room/door rekey/spring rent/meal plan:

- Officially notify the Department of Housing and Residence Life by submitting the online [Request to Cancel Housing/Dining Plan Agreement Form](#), which can also be found at <https://www.etsu.edu/students/housing/policiesforms.php>. This must be submitted by January 2, 2024, in order to be eligible to receive the \$100 housing deposit refund.

- Properly check out of your building by removing all belongings, cleaning your space, and contacting staff on duty (see numbers posted in the Office Area of your building) to get the hard-key drop-off location and/or have your ID deactivated. Failure to properly check out will result in a \$35 Improper Checkout Charge in addition to rent and meal plan charges (see below). Failing to turn in a hard key will result in a \$50 rekey charge.
- Residents who are not enrolled for Spring 2024 and do not properly check out are subject to spring semester charges for both rent and meal plan up until the day we can confirm you are no longer occupying your assigned space. Leaving your belongings in the room is occupying the space and will be subject to being charged.

Anyone needing to stay all or part of the Winter Break must do/know the following information:

- Submit the Fall 2023 Winter Break Application and Agreement through their [Residence Portal](#) before Noon on Tuesday, December 12th.
- The terms and conditions of the Winter Break Application and Agreement and all other agreements are in place throughout the break. All current policies remain in place during the break, with the exception of visitation. Visitation is suspended entirely for the duration of Winter Break, through the first day of classes.
- Anyone who applies to stay on campus during the break; and, during that time, decides not to return to ETSU/on-campus housing for Spring 2024 is subject to daily charges from December 16, 2023 to January 11, 2024.
- The University campus may experience water, power, phone, cable, and/or internet (Wi-Fi) outages during the break as a result of planned maintenance or 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.
- Safety Items:
 - Keep your ID and room key with you at all times.
 - Help ensure all outside entrance doors remain closed/locked at all times
 - Be aware of staff coverage in the buildings; see posted notices and talk to staff
 - Due to the small number of students left on campus and for everyone's safety, be alert and report to staff or Public Safety any suspicious behavior or person(s)

**ETSU OFFICES WILL BE CLOSED FROM DECEMBER 22, 2023 - JANUARY 1, 2024
OFFICES REOPEN ON JANUARY 2, 2024**

From all of us in The Department of Housing & Residence Life, have a Safe and Happy Holiday!

Important Numbers

Public Safety - 423-439-4480 or 911
Housing & Residence Life - 423-439-4446