SPRING 2019 END of YEAR CLOSING NOTICE

RESIDENCE HALLS WILL CLOSE AT 6:00PM ON FRIDAY, MAY 3, 2019.

RESIDENTS NOT INVOLVED WITH GRADUATION
- All residents must properly check out of their hall within 24 hours after their last exam or the date of withdrawal from the University.
- Residents needing to stay an extra night must get permission from their Resident Director.
- PERMISSION TO STAY ANY LONGER THAN SUNDAY, MAY 5, 2019 must be requested by 12:00 noon Friday, April 26, 2019 by logging into the Residence system at http://www.etsu.edu/students/housing/ and submitting the available Spring to Summer Break Application and Agreement form. This ensures that your ID will work on your building.

GRADUATING SENIORS
- Will need to check out by 9:00pm on SATURDAY, May 4, 2019
- All IDs WILL BE DEACTIVATED AT THIS TIME.
- Graduating seniors needing to stay an extra night must get permission from their Resident Director.
- PERMISSION TO STAY ANY LONGER THAN SUNDAY, MAY 5, 2019 must be requested by 12:00 noon Friday, April 26, 2019 by logging into the Residence system here and submitting the available Spring to Summer Break Application and Agreement form. This ensures that your ID will work on your building.

RESIDENTS SHOULD PROPERLY CHECK-OUT BY DOING THE FOLLOWING:
- REMOVE ALL BELONGINGS AND CLEAN ROOM/APARTMENT
  - Empty trash/sweep floor, clean appliances; LEAVING A DIRTY ROOM CAN COST AT LEAST $100
  - Watch for recycling information via emails and flyers.
  - Avoid the risk of damaging the walls by not removing tape, hangers, nails, command strips, etc., leave them as is and Housing Facilities staff will properly remove them for you.
- CONTACT AND CHECK-OUT WITH AN RD/ARD/RA
  - Contact hall staff via the on-duty phone to come to your room/apartment, check its condition, take your key and/or decode your ID, and have you sign your IIA card.
  - Failure to check-out with staff will result in a minimum charge of $35.00 plus $50 for a re-key (if applicable) and any additional charges for damages or dirty room/apartments. If unable to contact hall staff by phone, go to the front desk or contact Housing at 423-439-4446 for assistance.

IF YOU NEED SUMMER/FALL HOUSING or IF YOU ARE NOT RETURNING TO HOUSING FOR FALL 2019
- Please come by the Department of Housing and Residence Life - Room 108 Burgin Dossett Hall to complete the appropriate forms.
- Centennial Apartments and Buccaneer Ridge are available for the summer. More information about Summer Housing is available here.

IF YOU CONFIRMED AN AGREEMENT FOR FALL 2019/SPRING 2020, and your plans have changed:
- Notify the Department of Housing and Residence Life in writing by email, fax, letter
- SEE IMPORTANT DATES BELOW:
  - June 1, 2019 - last day to cancel Fall 2019/Spring 2020 agreement and receive a deposit refund (less any damages and/or monies owed to the University)
  - June 2 - July 31, 2019 - can cancel Fall 2019/Spring 2020 agreements, but deposit is forfeited
  - Starting August 1, 2019 - if enrolled for Fall 2019/Spring 2020, you are obligated to pay rent and meal plan (if applicable) for both semesters Fall 2019/Spring 2020
  - Residence halls open for fall semester at 9am on Friday, August 23, 2019

Summer School students who absolutely must stay on campus MAY 5-11, 2019 must be signed up to live on campus for summer and ALSO request PERMISSION TO STAY by 12:00 noon Friday, April 26, 2019 by logging into the Residence system here and submitting the available Spring to Summer Break Application and Agreement form to ensure that your ID will work on your building. Break instructions, as well as, information about moving to your summer assignment will be given to you. You will be able to move as soon as your room/apartment is clean and ready. Be prepared to move on Sunday, May 12 BETWEEN 10:00AM AND 5:00PM.
NOTE: Due to annual maintenance, some halls will be without hot water and may have some other utility interruptions.

CONGRATULATIONS TO OUR GRADUATES, AND TO EVERYONE – THANK YOU FOR A GREAT YEAR. WE HOPE YOU HAVE A WONDERFUL SUMMER!