

WINTER BREAK NOTICE

**OFFICES CLOSED
DEC 24 TO JAN 3**

**OFFICES REOPEN
JAN 4 8AM**

**HALLS CLOSED DEC 10 6PM TO JAN 14 9AM
RESIDENTS RETURNING FOR SPRING 2022 MAY STAY AT NO COST
MUST APPLY VIA RESIDENCE PORTAL**

**DINING HALL CLOSED
DURING BREAK**

**ADDITIONAL DETAILS
COMING SOON**



**EAST TENNESSEE STATE
UNIVERSITY**

DEPARTMENT OF
Housing &
Residence Life

**** [2021-2022 Winter Break Information](#) ****

Campus Residents,

On-Campus Residence Halls and Apartments officially close for break at 6:00pm Friday, December 10, 2021 and reopen at 9:00am Friday, January 14, 2022

Residents who will continue living on campus in Spring 2022 do not need to move out during the break, and may stay for all or part of Winter Break at no cost by submitting the Fall 2021 Winter Break Application and Agreement through their **Residence Portal** before Noon on Tuesday, December 7th. Submitting the application ensures card access remains active.

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 11, 2021.

Note these Important Details:

- ***Your current housing/dining agreement is for Fall 2021/Spring 2022, 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.***
- 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 2022 is subject to daily charges from December 10 to January 13.
- Residents may have a change of roommate during the Winter Break. Anyone who currently has no roommate at the end of Fall term should prepare the common areas and ensure the space is ready for a roommate i.e. clean.
- The terms and conditions of the Winter Break Application and Agreement, COVID-19 Wellness Notice, all other agreements and all current policies remain in place throughout the break.
- 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.

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

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

If you will not be enrolled in classes at ETSU for Spring 2022, 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 [Request to Cancel Housing/Dining Plan Agreement Form](#) by email to renee@etsu.edu or in person at the Culp Carrier Center, Suite 226 during office hours (Monday - Friday, 8:00am - 4:30pm). This must be submitted by January 4 in order to receive the 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. Failing to turn in a key results in a \$50 rekey charge.
- Residents who are not enrolled for Spring 2022 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.

ETSU OFFICES WILL BE CLOSED FROM THURSDAY, DECEMBER 24, 2021 - JANUARY 3, 2022

OFFICES REOPEN ON JANUARY 4, 2022

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