

WINTER BREAK NOTICE

**OFFICES CLOSED
DEC 24 TO JAN 1**

**OFFICES REOPEN
JAN 2 AT 8AM**

**HALLS CLOSED DEC 13 6PM TO JAN 17 9AM
RESIDENTS RETURNING FOR SPRING 2025 MAY STAY AT NO COST
MUST APPLY VIA RESIDENCE PORTAL**

**DINING HALL
& RETAIL DINING
CLOSED DURING
WINTER BREAK**



**** 2024-2025 Winter Break Information ****

Campus Residents,

On-Campus Residence Halls and Apartments officially close for Winter Break at 6:00pm Friday, December 13, 2024, and reopen at 9:00am Friday, January 17, 2025. 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 14, 2024. Students needing to stay beyond December 14, 2024, must complete a Winter Break Application via their Residence Portal (see below).

Residents who will continue living on campus in Spring 2025, except for Stone 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.

Be advised, your current housing/dining agreement is for Fall 2024/Spring 2025, and you are obligated to pay rent and meal plan for both semesters if enrolled in classes. If you will be enrolled for Spring 2025, but are wanting to cancel the agreement for Spring semester, you will need to submit an appeal, and there is no guarantee that the agreement(s) will be canceled. Appeals are submitted using the online [Request to Cancel Housing/Dining Plan Agreement Form](#), which can also be found at <https://www.etsu.edu/students/housing/policiesforms.php>.

- Moving out of your room/hall does not cancel your housing/dining agreement.
- Moving off-campus is not a sufficient reason to get your on-campus agreement canceled. Students are advised not to sign a lease off-campus until you know the result of your appeal.
- Students appealing should allow two to three weeks to receive an appeal decision.

GRADUATING OR UNENROLLING FOR SPRING 2025

If you will not be enrolled in classes at ETSU for Spring 2025, 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, 2025, 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 2025 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.

BEFORE LEAVING FOR WINTER BREAK

Everyone: 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/clothing, and discarding perishable items.
2. 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.
3. Take valued items home, including plants and fish.
4. Report any needed repairs, especially water leaks, at <https://www.etsu.edu/students/housing/workorder.php>.
5. Close/lock door/windows and close blinds.

STAYING FOR WINTER BREAK

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

- **Submit the Fall 2024 Winter Break Application and Agreement through their [Residence Portal](#) by Noon on Thursday, December 12, 2024.**
- 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 2025 is subject to daily charges from December 13, 2024 to January 16, 2025.
- 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 24, 2024 - JANUARY 1, 2025
OFFICES REOPEN ON JANUARY 2, 2025**

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