

**TO:** Residents of University Housing  
**FROM:** *Peggy Earnest, Dean of Students*  
**RE:** CHRISTMAS BREAK  
**DATE:** November 15, 2011

### **UNDERGRADUATES**

All Non-Commencement participants must vacate the Halls for Christmas Break immediately after their last FINAL EXAMINATION, or by 4:30 p.m., Friday, December 16, 2011; **whichever comes first.**

### **GRADUATION PARTICIPANTS**

If you are a Graduating Senior or Official Graduation Participants (Choir, Band, Hostesses, etc.) you must notify your hall/apartment director by December 10, 2011. The halls will close at 4:00 p.m., Saturday, December 17, 2011.

**RESIDENCE HALLS RE-OPEN ON SUNDAY, JANUARY 08, 2012 AT 8:00AM**

### **ALL RESIDENTS MUST LEAVE THEIR ROOM/BATHROOM CLEAN**

#### **ACTIONS TO BE TAKEN BEFORE CHECKING OUT**

1. Discard all food and perishable items. Place all trash in the outside trash dumpsters
2. Residents must leave their room/bathroom clean
3. Residents are responsible for securing all personal items. Residents are strongly encouraged to remove valuable items
4. Return all campus property to cafeteria, library, etc.
5. Close and lock all doors, windows and blinds
6. Unplug and defrost refrigerators and unplug all electrical appliances
7. Leave heating on low

### **IF NOT RETURNING FOR SPRING SEMESTER**

1. Complete a License Cancellation Agreement Form <http://www.tnstate.edu/housing/forms.aspx>
2. Remove all belongings from the room/apartment
3. Have the hall/apartment staff check the room/apartment
4. Sign/return the key and fob in the front office and complete appropriate paperwork

**NOTE: Unreturned/lost fob = \$50.00**

**Unreturned/lost key = \$58.00 (hall) \$275.00 (apartments)**

**THE DEADLINE TO VOID YOUR HOUSING FOR SPRING 2012 IS THURSDAY,  
DECEMBER 1, 2011**