WINTER CLOSING

If you are not returning to residence halls or apartments for the Spring 2020:

- Graduating December 2019, participating in an approved SBU external study in Spring 2020, withdrawing from the University:
  - Undergraduate Housing Agreements - Check out by noon on Monday, January 6, 2020.
  - Graduate and Family Housing Agreements - Check out by noon on Tuesday, December 31, 2019.
- Before you check out:
  - Ensure that all your personal property is removed from your room.
  - Move furniture back to its original location.
  - Sweep/vacuum your room.
  - Close and lock windows and doors.
  - Leave curtains open.
  - Leave your dresser drawers and closets open.
  - If applicable, set your thermostat to 70 degrees Fahrenheit.
  - Remove all trash from your room.
- When you are ready to check out:
  - 9 AM - 11 PM Call your RA on Duty phone number to start the check-out process.
  - 11 PM - 9 AM See an RA before 11 PM to obtain an express check-out form and instructions on how to use the form. Using the express check-out option waives your right to dispute damage charges.

As a student who is moving out, you are welcome to remain in your room on campus until the date listed above. Billing for your space will continue until that date, even if you choose to vacate your space prior to that date.

If you are enrolled for the Spring 2020 semester on campus (other than an SBU approved External Study) your housing agreement is in effect until May 20, 2020 (undergraduate housing agreement holders) or June 1, 2020 (graduate or family housing agreement holders). If you move out, you will be financially liable and billed through the remainder of your housing agreement.
All residence halls and apartment buildings are open for the Winter 2019-2020

- Winter housing is included in your housing agreement for no additional charge.
- We need to know your winter plans and spring housing intent. Fill out the “Winter” tab in the housing portal starting Tuesday, November 12. You must complete this by Monday, December 9.
- If you are leaving for part or all of the winter break:
  - Close and lock windows and doors.
  - Leave curtains open.
  - Unplug, defrost, clean and leave open your mini fridge.
  - Remove food and other items that may attract pests.
  - If applicable, set your thermostat to 70 degrees Fahrenheit.
  - Remove all trash from your room/apartment.
  - Do NOT turn in your room key.
  - Consider taking valuables with you.
- Residents who are graduating in December 2019, participating in an approved SBU external study in Spring 2020, or withdrawing from the University are able to check out and not be charged for Spring 2020 housing.
  - If you do not meet one of these three criteria and you choose to check out of housing, you are still financially liable for your housing agreement until May 20, 2020 (undergraduate housing agreements) and June 1, 2020 (graduate housing agreements). If you check out, you will still be charged for your Spring 2020 housing.
- 24-hour quiet hours begin at 4 pm on Monday, December 9, 2019, and end at 4 pm on Friday, December 20, 2019.
- Health and safety inspections will occur over the winter break.
  - If you had an item that was previously confiscated, pick it up if you are leaving for the break. If you are not leaving for the break, please speak with your RHD/AC to ensure that your items are stored for longer than one semester. Items left behind after the end of the semester will be donated or discarded.