**STAYING FOR BREAK?**

**Break Registration Procedure**

Housing is available during winter break. A $300 required charge per resident is assessed for staying all or part of break.

Apply for winter break housing by 12:00 p.m. noon, Thursday, Dec. 13. Apply at [www.liveon.uiowa.edu](http://www.liveon.uiowa.edu) or My UI and click on the “Housing Application” button.

No refund will be issued if you cancel winter break housing after 12:00 p.m. noon, Dec. 13, 2018.

**Note:** Only students who have residence hall housing contracts are allowed to stay in their building/room over winter break and no guests are allowed to stay overnight. You are not allowed to loan your keys out to other students or guests.

**Safety**

Due to the decreased number of residents and staff in the halls, please use extra caution and report any suspicious person(s) or noises to the front desk. If there is a life safety emergency, call 911 first. If the fire alarm sounds, take your keys and evacuate the building immediately.

**Housing Staff**

Resident assistants will remain on duty during break. The residence education office (260 Stanley) and the University Housing & Dining Administrative office (4141 Burge) will be closed Monday, Dec. 24 through Tuesday, Dec. 25, and Tuesday, Jan. 1, 2019.

**Dining**

All Market Places will close at 2:00 p.m. on Friday, Dec. 14, and will remain closed until brunch on Saturday, Jan. 12. Some retail dining locations will be open for limited hours during this time. Visit [dining.uiowa.edu/locations](http://dining.uiowa.edu/locations) for more information. Flex meals will be unavailable during break, but students may use Hawkeye Dollars, UI Charge, or credit cards at open retail locations.

**BEFORE YOU LEAVE**

Be sure to turn off or unplug everything, including the following items:

- Lights
- TVs
- Game consoles
- Computers
- Power strips
- Faucets and stoves
- Microwaves
- Other small appliances (coffee maker, hairdryer, etc.)
- Phone and device chargers
- Digital clocks

Other things to do before you go home:

- Leave your heat on low.
- Remove all furnishings on or around the radiator (for better heat circulation).
- Make necessary arrangements for care of plants and fish. UH&D staff will not provide care.
- Do not place any potting soil or other solid materials down drains; it causes severe clogs and overflow.
- Throw away or take perishable items with you so they won’t spoil.
- Empty your trash.
- Close and lock your windows and doors.
- Report all maintenance problems such as leaky faucets, windows that won’t close, or extreme room temperatures to your hall front desk.
- Take your room key and entrance key/ID card with you.

*Refrigerators should be left plugged in unless they have been emptied.*

*Appliances that are plugged in still use energy even when powered off.*
LEAVING FOR BREAK?

The University of Iowa residence halls will close for winter break beginning at 12:00 p.m. noon on Saturday, Dec. 15, 2018. No occupancy or entrance to your room is permitted after that time. The halls will reopen at 8:00 a.m. on Saturday, Jan. 12, 2019. If you do not plan to stay in the halls over break, you should leave as soon as your final exams are over.

Students who are in need of housing over winter break are required to sign up by 12:00 p.m. noon on Dec. 13. A $300 charge will be assessed for staying all or any part of winter break. To apply, students should go to www.liveon.uiowa.edu.

Room Entry
Residence education staff will enter every room on Saturday, Dec. 15, 2018 at 12:00 p.m. noon to check that break preparations are complete. If any items which are prohibited by University of Iowa policy are found, they may be confiscated and residents will face judicial action upon their return. Maintenance and custodial staff will also be entering all student rooms during the break period to conduct routine room checks and service.

Dining Amnesty
Have you borrowed a cup or silverware from a market place? Please kindly bring any tableware back to your market place or front desk and place in the amnesty box. No questions asked, simply drop these items off at the market place check stand.

The result of these disappearances is thousands of dollars spent on replacement costs. Please help keep rates low by returning any borrowed items.

Motorized Vehicles
Motorbikes, motorcycles, or any device requiring the use of combustible fuels create fire hazards and are not allowed to be stored in buildings at any time. If such items are found in the halls, they will be removed and stored at the owner’s expense.

CANCELING YOUR HOUSING CONTRACT
To cancel your contract, you should go in person to University Housing & Dining contracts and assignments office (in 4141 Burge Hall) to cancel. This should be done if you are not planning on returning to the University of Iowa next semester.

TRANSFERRING ROOMS
If you will be transferring to a different room, it is necessary for you to be moved out of your present room and return the key to your building’s front desk. You need to remove your belongings, clean your portion of the room, and check out at your front desk all before or on Saturday, Dec. 15 at 12:00 p.m. noon. If your key is not returned before you leave, you will be charged for a lock change. If your new room is not available, you may take your items home with you or make arrangements with the occupants of the room to which you are transferring to.

It is the responsibility of you and your roommate(s) to prepare your room for a new student by Dec. 15. No matter what hall you live in, you must vacate your space by Dec. 15 if you are transferring or canceling your contract.

CHECK YOUR EMAIL & GRADES!
Grades will be posted after Dec. 19. Make sure to log onto MyUI to check your grades. Also, please continue to check your University of Iowa email daily throughout winter break. Your academic advisor, financial aid, UH&D staff, and/or other staff may need to let you know some important information over break, so it is important to continue checking email.

EMERGENCY HOUSING
A student who has an unexpected circumstance preventing them from leaving by 12:00 p.m. on Saturday, Dec. 15 may request a one night extension by contacting their hall coordinator prior to the check-out deadline. A $50 charge for the one night check-out extension will be billed to your university account.
DAMAGE CHARGES & APPEAL PROCESS

If amounts to be changed to you are not available at the time of your departure, the charge will normally appear on your January university bill.

To appeal any damage charge(s) follow these guidelines:

☐ Appeals will only be accepted from the student.
☐ The appeal request should state the student’s name, ID, residence hall, and room number.
☐ The appeal request must state the specific charge(s), being appealed and grounds on which they are appealing.
☐ The appeal request must be received within thirty (30) days of the date on the receipt of the email.
☐ Appeal request should be addressed to assistant director of residence education and emailed to res-education@uiowa.edu.

MOVE OUT PROCESS FOR STUDENTS NOT RETURNING TO CAMPUS

If you will not be returning for the Spring 2019 semester, you must move out of your room by 12:00 p.m. on Saturday, Dec. 15, 2018. You will also need to complete a check-out from your room at the front desk. You may choose to complete an express check-out or check out with an RA.

For students that are moving out and need to report damage caused in the room and claim responsibility, please see your RA. Damages should be reported by Friday, Dec. 7, 2018.

Express Check-Out Steps

• An express check-out can be completed anytime the front desk is open in your hall.
• Once your room is entirely empty and cleaned, please go to the desk to check out.
• The desk clerk will help you take care of all of your check-out steps, which includes updating your mail forwarding address and returning your key.
• Once you return your key, you will no longer have access to your room.
• An RA will check your room at a later time, if there are damage charges, you will receive an email notification.
• Please note: choosing an express checkout means that you waive your right to appeal any damage charges you may receive.

Check-Out with an RA

• RA staff are available from 8:00 a.m. – 10:00 p.m. Monday, Dec. 10 – Friday, Dec. 14 and from 8:00 a.m. – 12:00 p.m. on Saturday, Dec. 15.
• Once your room is entirely empty and cleaned, please go to the front desk and ask to complete a check out with an RA.
• An RA will escort you to inspect the condition of your room and complete the check-out process. The RA will inform you of any charges you may receive for damages in the room.
• The RA will lock the door when you all leave and you will no longer have access to your room.

Alternate Move Out Time

If you are unable to move out during the designated days and time, contact your hall coordinator immediately to request an alternate move out time. This must be done at least 24 hours in advance.