Late requests are not accepted. (Due Dec 9)

**Winter Break Stays**
Most of our buildings close for Winter Break. Students in Baumhart, Bellarmine, Fordham, International House, Santa Clara, Sovereign, and Winter Sports Athletes may request Winter Break Stay through our website. Late requests are not accepted.

**Going Home**
Most of our buildings close for Winter Break on Sunday, December 18 at 12PM (noon).

- Empty/defrost/unplug mini-fridges
- Dispose of all waste/recycling
- Unplug small appliances/devices
- Take home fish if you have them
- Set thermostat to 65 °F (18 °C)
- Close windows/window coverings
- Take home any items you will need

No access will be granted during break.

**Turn off lights/lock door (take your key)**

**Moving Out**
Not returning for spring? Do the following:

- Request Release: [LUC.edu/release](http://LUC.edu/release)
- Schedule Check-Out with your RA
- Pack/remove your belongings
- Clean your room/apartment
- Return furniture to original position
- Attend Checkout appointment with your RA during which you’ll inspect your unit and return these items as soon as you are done or within 30 minutes.

Important Dates
- December 9: Winter Break Stay Requests by 5:00PM ([LUC.edu/reslife/currentstudents/winterbreak](http://LUC.edu/reslife/currentstudents/winterbreak))
- December 9-18: 24-hour Quiet Hours
- December 12-17: Finals Week (Good luck!)
- December 17-18: Dining Halls close for Winter Break; unused meals expire, Dining Dollars roll-over to spring
- Sunday, December 18: Hall Closing Day: Students not returning for spring or not approved for Winter Break stay depart by 12PM
- Wednesday, December 21: Room Changes: Students changing rooms pick-up keys and complete their move
- Dec 23-26/Dec 30-Jan 2: Non-returning residents will be notified by email of any Damage/Improper Check-Out Fees
- Appeals due Friday, January 6, 2017 (Appeal information will be included in email)
- Friday, January 6: Residence Life office closed (Staff available through Front Desks of open buildings)
- Friday, January 6: Damage Billing Appeals Due
- Sunday, January 15: Residence Halls open for spring semester at 12PM (noon)
- Tuesday, January 17: First Day of Classes
- Monday, January 23: 2017-2018 RA Applications due by 12PM (noon) | Priority Deadline is Thursday, January 19, 2017
- Friday, March 3: Meal Plan Change Requests due for spring term; form opens December 1 ([LUC.edu/campuscard/mealplans](http://LUC.edu/campuscard/mealplans))

**Moving/Storage**
Residence Life does not offer additional storage on-campus. Students not returning in the spring must remove all personal items from their room/apartment.

**Winter Break Maintenance**
Residence Life, Facilities, and Custodial Staff may enter any/all units during Winter Break to perform maintenance and ensure systems are operating. Please report all emergency maintenance concerns to Campus Safety.

**Moving Carts and Vacuums**
Courtesy vacuums and moving carts are available at Hall/Area Desks. Bring a photo ID to check-out these supplies. Be courteous of your neighbors and return these items as soon as you are done or within 30 minutes.

**Dining Halls**
Dining Halls will close beginning Dec 17-18. Unused meals expire; unused Dining Dollars roll-over to the spring semester. Submit Meal Plan Change Requests to Campus Card. ([LUC.edu/campuscard](http://LUC.edu/campuscard)) Dec 1 – Mar 3

**Damages and Charges**
In order to create an atmosphere conducive to studying, 24-hour Quiet Hours are enforced during final exams. Dec 9 – Dec 18

- Improper Check-Out: $100.00
- Lock Change*: $150.00
- Cleaning: $50 - $225

*Moving out? Keys not returned by Dec 18 are considered lost.

**Mail and Packages**
Mail/packages may be retrieved from the Mail Room during business hours. Students not returning in the spring must forward their mail. Contact Mail Room for more info.

**Meal Plans**
Dining Halls will close beginning Dec 17-18. Unused meals expire; unused Dining Dollars roll-over to the spring semester. Submit Meal Plan Change Requests to Campus Card. ([LUC.edu/campuscard](http://LUC.edu/campuscard)) Dec 1 – Mar 3

**Cleaning and Occupancy**
Residents are responsible for cleaning their room/apartment before moving out. If excessive cleaning by staff is necessary, a minimum fee of $50.00 will be assessed. Current occupants are responsible for maintaining these spaces in order to allow new roommates to move in without issue.

**Quiet Hours**
Departing students may be charged for any damages which occurred during their occupancy. The cost of these damages will be outlined in a notice sent to the student’s LUC.edu email address when the eRCR is submitted by staff. Some typical charges are outlined below:

- Improper Check-Out: $100.00
- Lock Change*: $150.00
- Cleaning: $50 - $225

**Room Changes**
Residents who are approved to change rooms between semesters may retrieve a key for their new room and complete their move on Sunday, December 18. Earlier dates may be available depending on room readiness, contact Hall Staff for information.

**Thank You and Good Luck**
Thank you for sharing this semester with us. Good luck on finals! Congrats graduates!

**Important Dates**

Thank you for sharing this semester with us. Good luck on finals! Congrats graduates!