GOING SOMEWHERE AWESOME FOR SEMESTER BREAK - YOUR ACTION IS REQUIRED!

- Prepare your suite/room for a new roommate(s) no later than December 19 if your roommate(s) is moving out or already moved out.
- Empty trash cans.
- Close and lock windows.
- Clean out refrigerator, if applicable.
- Lock your suite/room door.
- Move all electronic equipment off the floor and unplug it.
- Set your heater to automatic and set room temperature to 65 degrees. Do not remove HVAC covers or turn off the valves to the HVAC unit.

PREPARING YOUR SUITE/ROOM FOR A NEW ROOMMATE

If your roommate(s) is moving out or already moved out, you may be assigned a new roommate(s) for spring semester. You are responsible for preparing the suite/room to accommodate your new roommate(s) and creating a welcoming environment and you must do so before December 19.

Occupant in double room within a suite/apartment/Greek house: Remove all of your items from the vacated area of the room by Thursday, December 19. Even if you and your roommate(s) for fall agreed that some of your things could be in their area, you need to move them to your area of the room and re-negotiate that with your new roommate(s). The vacated area of the room should look like it did when you moved in at the beginning of fall semester.

NOTHING should be in the vacated area of the room – nothing in or on the closet/wardrobe, dresser, filing cabinet, desk, bed, chair, walls, and floor.
FAILING TO PREPARE YOUR SUITE/ROOM FOR A NEW ROOMMATE

RIT Housing will enter the suite/room to inspect for damages, assess your preparation for a new roommate(s), and to possibly perform maintenance. In addition, the vacated area may be cleaned. If you fail to prepare your room for a roommate(s):

• Your student account may be charged the cost of an outside cleaning company.
• You may be reassigned to another room.

FILLING A VACANCY IN YOUR APARTMENT/SUITE FOR SPRING SEMESTER - ROOMMATE ADD

If a vacancy occurs in your apartment(suite at the end of fall semester, you will be given five days to complete a roommate add in order to fill the vacancy with a student of your choice. This process will need to be done during the break between fall and spring semester. Please continue to check your RIT email during the break.

You will receive an email with instructions and your deadline to complete a roommate add. Instructions for our online roommate add process - http://www.rit.edu/fa/housing/content/roommate-add-instructions

NOT RETURNING TO RIT HOUSING FOR SPRING SEMESTER

No later than Thursday, December 19 at 10:00 a.m. you must:

• Remove all of your items from your room.
• Return your room/apartment/suite key to RIT Housing in Grace Watson Hall.
• Return your space to move-in condition.
• Resolve who is responsible for damage in the room/apartment/suite prior to leaving and inform your RC. If you don't settle the matter before you go, the damage will be split equally between you and your roommate(s).
• Fill out and submit an online forwarding address form. Be sure to use your middle name or initial on your forwarding address form.

REMINDEER OF TERMINATION POLICY

If you remain a registered student and move to non-RIT housing (this includes your parent's home) for spring semester, you will be charged a termination fee for breaking your 2019-2020 academic year housing contract. If you terminate your housing between December 19 and January 12, you will be charged the termination fee and a $50 per day charge for every day your items are in the room and/or you have possession of the key beyond December 19th. If you terminate your housing contract January 12 or later, you will be held to the refund schedule (section 5.14 of the terms and conditions of housing) and be charged the termination fee.
GENERAL INFORMATION RELATED TO BREAK

Dining Services and dining plan: Your spring semester food debit will be activated on Thursday, December 19th; therefore if you are on campus during the break you can use your debit at any open RIT dining facility. Go to https://www.rit.edu/fa/diningservices/places-to-eat/hours to get the dining facility schedule for break.

Shuttle service: The free shuttle service will run on an altered schedule during the break, with the exception of the days RIT is closed for the holidays, December 24-January 1. Get the break schedule at https://www.rit.edu/fa/parking/transportation/bus.

The terms of RIT housing and the behavioral expectations remain the same during the break.

SPRING SEMESTER MOVE-IN

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 9</td>
<td>Incoming new freshmen, transfers, and graduate students</td>
</tr>
<tr>
<td>Thursday, January 9 -</td>
<td>Returning students assigned to residence halls or RIT Inn</td>
</tr>
<tr>
<td>Sunday, January 12</td>
<td>Assigned to partially occupied Riverknoll, Perkins Green, or Greek housing</td>
</tr>
<tr>
<td>Friday, January 10 -</td>
<td>Returning students assigned to vacant Perkins Green, or Riverknoll apartment,</td>
</tr>
<tr>
<td>Sunday, January 12</td>
<td>or Greek room</td>
</tr>
<tr>
<td></td>
<td>Assigned to a University Commons or Global Village suite</td>
</tr>
</tbody>
</table>

Due to academic calendar we have a new spring semester move-in schedule.

SUMMER HOUSING

Your current 2019-2020 RIT housing contract ends on Saturday, May 9, 2020 at 10:00 a.m. If you need to arrange summer RIT housing, you must complete a summer housing contract. Summer housing contracts will be available on March 27, 2020 at mylife.rit.edu. Summer housing will be available in the residence halls, and a very limited number of apartments, and University Commons suites.