

## **SEMESTER BREAK RESIDENCE HALL CLOSING**

The University of Memphis residence halls will close for the Semester Break on Friday, December 16, 2011, at 3 PM. All residents are required to leave the residence halls 24 hours after their final exam unless they are involved in Commencement exercises, or they currently live in Carpenter Complex or the Living Learning Complex.

**No one will be allowed to remain, or be readmitted to the halls during the Semester Break.** The residence hall staff will not be available to permit re-entry into the halls after closing. The following check-list is provided to assist you in planning your departure.

1. Residents are required to sign up for an appointment to check out and surrender their room keys to their resident advisors before they leave for Semester Break. You are responsible for locking your door when you leave.
2. **If you are not returning to the residence halls in the spring, you must officially check-out of your room with the resident advisor no later than 3 PM on December 16<sup>th</sup>. ALL CANCELLATIONS FOR THE SPRING SEMESTER MUST BE MADE IN WRITING AND SUBMITTED TO THE RESIDENCE LIFE AND DINING SERVICES OFFICE, 011 RICHARDSON TOWERS.**
3. Residents returning to their same room in the spring are not required to move their possessions out of the halls; however, residents should take all valuables and possessions needed during Semester Break with them when they leave (i.e. important papers, I.D., medications, and other valuable items.)
4. Refrigerators must be emptied of all perishables and be unplugged. Be sure to do this in advance to prevent any water damage from the refrigerator.
5. Residents must empty their waste cans in the designated areas.
6. Residents should close all windows and open their blinds or curtains. Ceiling and desk lights should be turned off and everything unplugged prior to departure.
7. The University assumes no responsibility for the loss, damage, or theft of possessions left in any room. No storage will be provided during the Semester Break.

## **THE RESIDENCE HALLS WILL REOPEN AT 1 PM ON JANUARY 10, 2012.**

**Residents failing to properly check into their rooms by the completion of check-in on Wednesday, January 11, 2012, will forfeit their room assignment and their \$200 rental prepayment. In order to prevent your room and rent prepayment from being forfeited, you must contact the Residence Life and Dining Services Office, 011 Richardson Towers, 678-2295 if you are going to be after Wednesday, January 11, 2012, checking in to your room for Spring 2012.**

## **RENTAL PAYMENTS FOR SPRING 2012**

Current residents must make a \$200 rent prepayment for the Spring 2012 Semester by December 1, 2011. Students canceling after November 1 will be obligated for the \$200 rent prepayment. The balance of the rent for your 2012Spring Semester assignments are due by January 11, 2012. Payments must be made to The University of Memphis Bursar's Office, P. O. Box 1000, Department 313, Memphis, TN 38148-0313 or paid online at [bf.memphis.edu/ebursar](http://bf.memphis.edu/ebursar). If you are unable to make your payment in full, you will be placed on an installment plan and a \$40.00 installment plan fee will be added to your account. If you are receiving financial aid or scholarships for the Spring 2012 Semester, all aid will be applied toward tuition first, and then applied toward any debts owed the University, such as rent.