



OFFICE USE ONLY

<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	DENIED

RESIDENCE HALL WINTER BREAK AGREEMENT

All students leaving for the fall semester are required to remove all personal items from their room **unless the following requirements are met.**

If all items below are satisfied by the student within the given timeframe, they will have the option to leave their personal belongings (with some exceptions) in their assigned room over the winter break.

- Student must be registered for Spring semester classes.
- Fall Semester balance must be paid in full (Business Office signature required below)
- First payment for Spring semester must be made before the start of final exams (Business Office signature required below)
- Student must be in good academic standing (Student Success signature required below)
- A copy of this form with all necessary signatures must be handed in to Residence Life by 3 p.m. on the final Friday of classes, not including the week of final exams.**

Students who meet the above requirements and choose to leave their possessions on campus over winter break must note the following:

- Students who leave their belongings on campus over winter break are not eligible for a room change.
- Your keys must be returned to the Residence Life staff upon check-out.
- If you do not return to Lackawanna College after winter break, you will have six (6) days to claim your belongings. After six days, your possessions will be removed and discarded or donated.
- Students must remove all valuables from their room, including but not limited to computers, video game systems, and portable electronics.
- Lackawanna College is NOT RESPONSIBLE for any lost or stolen articles left in the residence halls over winter break.
- Students must check-out with Residence Life staff using the winter break room checklist on the second page of this document.

Resident Name: _____ Phone Number: _____

Building: _____ Room Number: _____

Business Office Signature: _____ Date: _____

Academic Success Signature: _____ Date: _____

I, _____, have read, understand, and fully agree to all of the information above.
Name (Print)

Student Signature: _____ Date: _____

RESIDENCE HALL WINTER BREAK CHECKLIST

All students who are eligible and have decided to leave their possessions on campus over the winter break must complete the following checklist for their room.

Once completed, a member of the Residence Life staff must check to be sure all of the items below have been completed in your room. **You may not leave until a member of the Residence Life staff has signed this form.**

- Clean out the refrigerator of all food and drinks, and unplug the refrigerator.
- Place a towel under the refrigerator (prevents water from leaking on the floor as freezer defrosts).
- Unplug all appliances (including power strips, lamps, alarm clocks, televisions, etc.)
- Empty all trash cans
- If you are living in a room by yourself (even if your roommate has just moved out), you **MUST** have your room prepared for a roommate. This means one bed, one desk, one dresser/closet must be on one side of the room with all drawers and closets emptied.
- Take all valuables including but not limited to computers, video game systems, and portable electronics. **Lackawanna College is not responsible for lost or stolen articles.**
- All items must be off the floor (clothing, personal items, etc.).
- Pick up any trash in the room, and place it in a trash can in the hallway.
- Assure that all furniture is in the room.
- Return keys to a Residence Life staff member.

Resident Name: _____ Phone Number: _____

Building: _____ Room Number: _____

Residence Life Staff Signature: _____ Date: _____

THANK YOU, AND HAVE A GREAT BREAK!