



Thanksgiving Closing Information

The residence halls will close for Thanksgiving Break on:

Saturday, November 21st, 2009 at 12:00 p.m. (noon) CDT.

Students **MUST VACATE** the building by this time. The residence halls will re-open on:

Sunday, November 29th, 2009 at 12:00 p.m. noon CDT.

Students are asked to do the following to get their rooms ready for break:

- *Remove all perishable items from your room.*
- *Unplug and defrost your refrigerator.*
- *Completely empty trash cans and take trash to appropriate location.*
- *Close and lock windows and shades.*
- *Unplug everything in your room, including alarm clocks. (Fish tanks may remain plugged in.)*
- *Turn your lights off and lock your door when you leave.*

If you have additional questions about Thanksgiving closing, be sure to contact your RLC.

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Quality of Life Survey

Want to let Residential Life know how we are doing? Take some time to fill out the online Quality of Life Survey! It will take 10-15 minutes and you will be asked questions about your RA, your room, the building, programming, and much more. Residential Life will use these results to help make your experience in the halls better. The survey is anonymous, but you have the opportunity to register to win gift cards to the University Bookstore. Here is the link to the survey.

http://www.surveymonkey.com/s.aspx?sm=H_2fZB2rP35hyLHhslXkIGbg_3d_3d



The survey closes on Friday, November 20th at 11:59 p.m.

Cancelation of Spring 2010 Housing

If you decide not to return for Spring 2010 because you plan to Graduate, Transfer, Study Abroad, or take some other form of Hiatus/Withdrawal you will need to cancel your Spring room assignment by completing a Notice of Cancellation Form. Notice of Cancellation Forms are available in the Office of Residential Life (121 Kretzmann Hall).

Housing Deposit Refund

In order to receive a 100% refund on your housing deposit you must complete the Notice of Cancellation Form and return it to the Office of Residential Life no later than Monday, November 16, 2009.

Notice of Cancellation Forms received between November 17, 2009 and December 1, 2009 will receive a 50% housing deposit refund.

Notice of Cancellation Forms received after December 1, 2009 will not receive a housing deposit refund.

Residents who do not cancel their housing assignment until after December 31, 2009 will not receive a housing deposit refund and are liable for addi-

tional housing charges including, but not limited to, a \$200 cancellation fee.

Withdraw or Transfer from the University

If you plan to withdraw or transfer from the University please be sure to complete the Notice of Cancellation Form in addition to the necessary paperwork from the University Registrar and Dean of Students offices.

Questions?

If you have any questions or concerns, please feel free to contact the Office of Residential Life in 121 Kretzmann Hall or by e-mail at reslife@valpo.edu.

Forms received by Nov. 16th-100%

Forms received by Dec. 1-50%

Forms received after Dec. 1-0%