

# Important Things to Note on Moving Out!

## Read the whole notice.

With the end of the semester approaching, it is important to follow the proper check-out process to avoid being charged. This year **WILL** be like any other year. **If you would like your deposit back you must** follow these procedures. Some students may decide not to follow the formal check out process – this is not a good decision as they will be **automatically fined \$75** for improper check-out on top of additional damages within the room. This is easy to avoid – **FOLLOW THE CHECK-OUT PROCESS BELOW.**

1. CLEAN, CLEAN, CLEAN your room. Sweep it, mop it, and take all garbage to the dumpster. Close/lock the window.
2. Remove all your belongings from the room/bathroom and common area.
3. A check-out time sheet will be outside of the Residence Life Office, please stop by and fill it out.
4. It is your responsibility to arrange with the RA/RD to check you out. All checkouts are to be completed between 9:00 am – 9:00pm.
5. Have the RA/RD properly check your room. Turn in your suite, room, and mailbox key (\$25 fine per missing key). Verify the condition of the room. Sign/date the RCR form.

### Please Note:

1. Damage bills will be split among suitemates for the common area and roommates for the room unless one roommate takes responsibility for the damage.
2. **Suites/Students who leave unattended items behind such as fridge, TV, boxes, among others in the common area/bathroom will be charged a removal fee of \$25 per bag of garbage, \$50 per medium size item (TV, fridge, etc) and \$100 per large item (chairs, recliners, couches).**

Please, be aware that the last day of classes is May 7th.

1. Students who are not graduating must leave the dorms **no later than May 11th**. Any student who remains without making prior arrangements will be charged \$50 per day.
2. Students graduating on May 18 may stay in the dorms until that day.

If you had any cooking appliance confiscated through the semester, please remind the RA or RD at the time of your check out in order to get it back.

**Please remember that starting at 10:00 pm on Wednesday, May 1st through May 8th, the residence halls are in the period of 24-hour Quiet Hours to provide an environment conducive to academic excellence.**

Students found violating 24-hours Quiet Hours, and/or other rules of the Office of Residential Life and Student Conduct will receive \$50, per violation fines. This is easily avoidable – **BE MINDFUL OF YOUR ACTIONS!** Should you have any questions, check with your Resident Director.

We wish you the best of luck with the close of the semester and in the future,  
Teri Perry  
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