

# SPRING 2019 CHECK OUT PROCEDURES

## WHEN:

Student housing contracts for all University residential areas (except Spartan Suites) officially end 24 hours after your last scheduled final examination. Students are expected to depart within **24 hours after your last exam** or by **Friday, May 3, 2019 7:00pm**.

Graduating students, non-graduating students who are involved with the commencement ceremony, and those who are unable to depart by Friday, May 3<sup>rd</sup> may remain until **Saturday, May 4th at 2:00pm**.

You must properly check out at the end of each academic semester. Please review the information with your Hall Director, Graduate Assistant and/or your Resident Assistant (RA) to avoid any additional charges such as improper or late check-out.

## STANDARD CHECK OUT:

This option provides you with the opportunity to be present during your check-out inspection. You must first schedule your check-out time with your RA. Once you are ready to check out, you and a Housing & Residence Life staff member inspect the room together.

Based on the information listed on the Room Condition Report and subsequent room inspections for inventory purposes, they may determine that there are chargeable items that were not reviewed, noticed or documented by Housing & Residence Life staff members. Any discussion related to observable charges/damages will be noted and communicated at checkout.

You will be responsible for any additional fees incurred due to missing or broken items. ALL keys must be returned to the front desk or to the person checking you out. Failure to return your key will result in a \$75.00 charge to cover replacement key costs.



## TIPS FOR STRESS-FREE CHECK OUT:

Added to the usual escalation of stress that comes with academic demands at the end of any academic year (or semester if you will not be returning), **MOVING STRESS** only complicates matters. One way of minimizing the non-academic stress is to do as much as you can (as early as possible) to pack belongings that you will not need for the remaining few weeks of school.

- Begin to accumulate good packing boxes early.**
- Pack anything you know you won't need between now and the end of the semester**
- If you are shipping articles home, do so in April, except for the most necessary items.**
- Get rid of clutter! The dumpsters will fill faster at the end of the semester. RECYCLE when possible.**
- Think about next year and the things you may not need. Consider selling or donating any carpet, bed loft, shelving, refrigerator, etc. that you may no longer need. Make early arrangements for pick up**



## CHECK OUT PROCEDURES:

Follow these procedures if you are moving out of your room during the middle or at the end of the semester.

- ☑ Clean your room/suite. The room/suite should be cleaned upon departure. No trash or belongings should be left in the room/suite upon checkout.
- ☑ Remove all objects from walls, windows, closets, drawers, etc.
- ☑ Dispose of all trash in the dumpster outside of the halls.
- ☑ Close and lock windows. Turn off lights and lock doors.
- ☑ **TURN IN YOUR KEY.**

Failure to complete any of the checkout procedures will result in a fine.

- \$100.00 for not cleaning your side of the room/suite.
- \$125.00 for improper checkout.
- \$75.00 for not returning the key(s).

A charge will be made to each room occupant, or charge per suite if extraordinary cleaning is necessary at the end of the academic semester.

**YOU WILL BE CHARGED ACCORDINGLY FOR ANY BROKEN FURNITURE AND FOR ANY MISSING ITEMS**

## EXPRESS CHECK-OUT:

This option provides flexibility and saves time during the busy end of the semester. It allows you to check out at any time, day or night, within 24 hours of your last exam. If you elect to do an Express Check-Out, please remember:

- 1) Your Hall Director, GA, RA or Residence Life staff member will inspect your room after your departure.
- 2) The Room Condition Report will be referred to during the Staff's inspection, comparing the condition of the room upon your arrival to its condition at the time the staff member is inspecting at the end of the year.
- 3) You will be responsible for any missing items of furniture, etc., damages over and above normal wear and tear, or necessary cleaning. If you have any concerns about damage responsibilities, it is recommended that you choose the Standard Check Out option.

*We hope that you enjoy your break!  
Please travel safely.*

## RECEIVING MAIL:

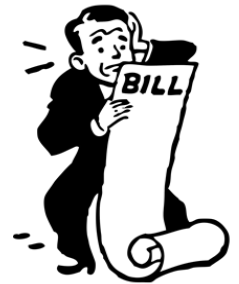
If you want to receive your mail, you must leave a forwarding address with the University Mail Room before leaving for the semester.

## BILLING FOR DAMAGES:

Damage charges will be added to your account in mid-May.

The fees must be paid immediately. An unpaid bill will keep you from receiving transcripts, getting a room assignment for the next semester, or prevent you from registering.)

To minimize fines, please be sure that any damages, and the people responsible for damages, are identified before the end of the year.



## HAVE QUESTIONS?

Contact the office of Housing & Residence Life at 757-823-8407 or e-mail [housing@nsu.edu](mailto:housing@nsu.edu).

We are available from Monday-Friday, 8am-5pm.