

The background is a light beige color with several stylized, brown-orange leaves scattered across it, appearing to fall from the top right towards the bottom left. The leaves vary in size and orientation.

2022

FALL SEMESTER

Check-Out Schedule

Students who reside in the traditional residential communities are expected to depart within 24 hours after their last final exam OR no later than 7:00PM on Friday, December 9, 2022.

2022 FALL SEMESTER Check-Out Schedule

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 final exam** or by **Friday, December 9, 2022 at 7:00pm**.

Graduating students, non-graduating students who are participating in the Fall 2022 Commencement Ceremony may remain until **Saturday, December 10th at 2:00pm**.

All students must follow the Fall 2022 Check-Out guidelines to ensure an efficient check-out process. Please review the Standard Check-Out information below and if necessary, discuss your questions and concerns with your respective Resident Director, Graduate Assistant, or Resident Leader (RL) to avoid any additional charges such as improper or late check-out.

IMPORTANT NOTE: If you are returning to on-campus housing for Spring 2023, you do not need to remove all of your belongings. See the “**Check-Out Procedures**” section below for additional information. Students who are not returning to on-campus housing for Spring 2023 must remove all of their belongings, completely vacate the space, and turn in their key to the front desk staff.

CHECK OUT PROCEDURES:

Follow these procedures prior to check-out:

- Clean your room/suite. The room/suite should be cleaned upon departure. No trash should be left in the room/suite upon checkout. If you are NOT returning, please remove all of your belongings and cancel your housing with the main office.
- Secure and lock valuable items in your wardrobe for belongings you want to leave (ex. jewelry, laptop, etc.) if you plan to return to your residence hall in the Spring 2023 semester.
- Unplug and **clean-out** your personal mini refrigerator.
- 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 to the front desk staff.**

Failure to complete any of the check-out procedures may result in a fine.

- ❖ \$100.00 for not cleaning your side of the room/suite.
- ❖ \$50.00 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 significant cleaning is necessary at the end of the academic semester.

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

MAIL FORWARDING:

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

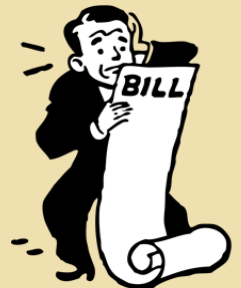


BILLING FOR DAMAGES:

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

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.

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

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:

Students will be able to check out at any time, day or night, within 24 hours of your last exam or not later than **FRIDAY, DECEMBER 9, 2022 AT 7:00pm**. Students will need to follow the steps listed above in the Check-Out Procedures section. Prior to closure of each residential community, the following action will be taken by Housing & Residence Life staff teams:

- 1) Your Resident Director, Graduate Assistant, RL 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.

