FALL 2023
THANKSGIVING BREAK & FALL MOVE-OUT SCHEDULE

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Housing & Residence Life

housing@nsu.edu
(757) 823-8407
THANKSGIVING BREAK SCHEDULE

Students in the residence halls and hotels (except Spartan Suites residents) are expected to depart prior to Thanksgiving break on Tuesday, November 21, 2023, by 7:00pm. They will reopen on Sunday, November 26th at noon.

**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 RL. Once you are ready to check out, you and a Housing & Residence Life staff member will 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 check out.

You will be responsible for any additional fees incurred due to missing or broken items.

**Checklist for Vacating your Room for Thanksgiving Break**

- Set up a check-out time in advance with your RL; they will have schedules posted. If your RL is not available at the check-out time you need, please schedule a time as close as possible to your departure time.
- Remove or secure all valuables.
- Keep refrigerator plugged in. Please remove food/beverages that will expire soon or during the break.
- Sweep the floor. Do not sweep trash or place trash bags in the hallways, breezeways, etc.
- Remove trash from room and common areas and take it to the dumpster and/or recycle bin. Failure to remove trash will result in a charge per student.
- Dispose of any perishable items.
- Take any items that you may need during the break.
- If all roommates are leaving for the break, close and lock all windows, turn off lights, close and lock door to room and/or suite/apartment.
- Follow through with your check-out option. Complete necessary steps for check out and return the paperwork promptly to the front desk or to the designated location.
RETURNING AFTER THANKSGIVING BREAK

**Important Note**
Students must complete their Intent to Return/Renew form in order to let Housing & Residence Life know if you are returning to campus after Thanksgiving Break/Spring 2024 Term. Submissions are due by 10/31/23. Students can access the form in the QRCode provided below.

**Arrival Date**
Students arrive back on November 26, 2023 after noon to their assigned residence hall. Your Spartan Badge will be activated for your return.

**Departure Date for Winter Break**
Students are expected to depart from their residence hall by December 9th, by 7:00pm. Please read page 4 for the “Check-Out Procedures”.

**Intent to Return-Renew**
Scan the QR Code to access the Intent to Return form to let Housing & Residence Life know if you are returning to campus after Thanksgiving Break/Spring 2024 Term. Submissions are due by 10/31/23.
NOT RETURNING AFTER THANKSGIVING BREAK

Students in the residence halls and hotels (except Spartan Suites residents) are expected to depart prior to Thanksgiving break on Wednesday, November 21, 2023, by 7:00pm. If a student has a question about their departure schedule, they can send an email to housing@nsu.edu.

Students Returning to Spring 2024
If you are returning to on-campus housing for Spring 2024, you do not need to remove all your belongings. Your Intent to Return/Renew form is needed.

Students NOT Returning to Spring 2024
Students who are not returning to on-campus housing for Spring 2024 must remove all of their belongings, completely vacate the space, and turn in their key to the front desk staff. See the “Check-Out Procedures” section below for additional information. The last date to check out is November 21, 2023 by 7:00 p.m.

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 2024 semester.
- Unplug and clean-out your personal mini refrigerator.
- Defrost refrigerator 24 hours (for best results) prior to moving out/leaving for the break.
- 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.

Intent to Return-Renew
Scan the QR Code to access the Intent to Return form to let Housing & Residence Life know if you are NOT returning to campus after Thanksgiving Break/Spring 2024 Term. Submissions are due by 10/31/23.
CHECK-OUT PROCEDURES

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.
$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 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**

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.