

FALL 2025 CHECK OUT PROCEDURES

Intent to Return/Renew

THE INTENT TO RETURN/RENEW FORM IS **REQUIRED FOR ALL RESIDENTS** TO COMPLETE. THIS INCLUDES RESIDENTS OF PARK PLACE, HOTELS, AND SPARTAN SUITES.

Deadline: This is due no later than **November 15th at 11:59pm.**

Find the form in your Housing Self-Service Portal, or just scan the QR code to get there fast!

This form tells us if you plan to return to campus after **Thanksgiving Break** and if you plan to return to the **Spring 2026 semester** housing.



Thanksgiving Break

Residents must depart by:

Tuesday, November 25 at 7:00 PM

Residents can return on:

Sunday, November 30

- Check in at the front-desk of your residential building.

Winter Break

Residents must move out by:

Friday, December 5 at 7:00 PM or 24 hours after your last final exam (whichever comes first)

Graduating students participating in Commencement:

May check out by Saturday, December 6 at 2:00 PM.

Check-Out Procedures

- Clean your room/suite; remove all trash.
- **If not returning**, remove belongings & cancel through your Intent to Return/Renew form.
- **Returning for Spring?** Secure valuables in your wardrobe.
 - Also complete your Intent to Return/Renew Form to let us know you're returning.
- Unplug, clean & defrost mini-fridge (24 hrs before departure).
- Dispose of trash in dumpsters.
- Close/lock windows & doors; turn off lights.
- **Turn in your key** if not returning after Thanksgiving or to Spring 2026.

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

\$100 – Unclean room | \$125 – Improper checkout | \$75 – Missing key
Additional charges apply for broken/missing items or excessive cleaning.

For questions, please contact us at housing@nsu.edu or via phone at (757) 823-8407.