

CLOSING NEWSLETTER

Spring & May Term 2023
Closing Newsletter

This newsletter will contain ALL the information that you need to know about checking out of your on campus housing space.



GRADUATES

>>> Halls close Sunday, April 30th
at 12pm.

All graduates must be checked out of their campus assignment by this time (unless they are here for May term or have been **approved** to be on campus for summer.

STUDENTS NOT HERE FOR MAY TERM OR SUMMER

>>> Halls close Friday, April
28th at 12pm

STUDENTS STAYING FOR MAY TERM

>>> Halls close Friday, May
19th at 6pm.

There will NOT be opportunities for extensions for residents to stay overnight. Out of state and international residents should plan accordingly.



STUDENTS HERE FOR SUMMER

Move to Clinton on Tuesday, May 23rd
between 8am and 4pm.

Students who have been approved and assigned to stay on campus for summer will remain in their Spring 2023 assignments through May term. Tuesday, May 23rd, summer students will move into Clinton Apartments for their summer housing and should plan accordingly.



CLOSING FLOOR MEETINGS - APRIL 11TH THROUGH APRIL 14TH



All residents need to attend a closing meeting with their CA or another CA of their building/area. CA's will be going over all steps and procedures for completing a checkout. Residents who do not attend the closing meeting, could be subject to Improper Checkout Fees.

Make sure to find out specific times and locations for the meeting with your CA.

DAMAGE FEES

Improper Checkout	\$50
Damaged Blinds	\$40 - \$80
Damaged Walls	\$100 per wall
Excessive Cleaning	\$25 per hour
Furniture Re-Assembly	\$75 per item
ESA Cleaning fees (non-hypoallergenic)	\$150
Trash Removal	\$25 per bag
Furniture Removal (non Simpson)	\$100 per item

Tips for an easy checkout and to reduce the likelihood of charges:

- Sign up for a checkout time with your CA or a CA of your building/area.
- Attend your closing floor meeting.
- CLEAN YOUR SPACE.
- TAKE YOUR TRASH TO THE OUTSIDE DUMPSTERS.
- Remove all belongings and be sure to check all drawers and closets.
- Re-assemble and re-arrange furniture to be set up in a way that maximizes and enhances capacity.