



May 2014

Dear Resident,

As the Spring 2014 semester draws to a close there are a number of things that need to be considered as you make plans for your departure. The following is a list of things that you may find helpful in planning your departure for the summer.

1. **Checking out of your room:** You have 2 options for checking out. If you want to thoroughly review your apartment with your RD so you know what you will be charged for, you can contact your RD to schedule an appointment. If you do not want an appointment, you can just return your keys to the Residence Life Office in Tioga Hall. There will be envelopes outside of the office to leave your keys in after hours. ALL RESIDENTS must return their keys to the Residence Life Office BEFORE leaving campus or they will be charged for a lock change. The charge for apartment and room keys is \$200.

Please note: Your room should be clean when you leave or you will be charged for cleaning. **You must take home all tv's, computers, microwave, and other electronic items.** The following are minimum charges for various items:

- Disposal fee for TV's, microwaves, any electronic items \$50 each
- Trash or Recyclables \$40
- Excessive cleaning for bedroom \$30
- Excessive for bathroom \$50
- Excessive for kitchen \$100
- Excessive for common area; living room/hallways \$30

*Any damage or excess cleaning will be deducted from your security deposit.

2. **Last day the halls will be open:** If you are not graduating you must be out of the Residence Halls by Noon on Saturday May 17, 2014. **All students should leave the halls within 24 hours of their last final.** Students who remain later and cause problems in the buildings will be immediately evicted.
3. **Graduating students:** If you are graduating you may remain in your current room until noon on May 23, 2014. If you live in Buildings B, D, G or F you will be required to move at closing. We will work with you to plan for the move. Please let us know in advance. You must follow the same checkout procedures in paragraph 1. If you plan to stay, please let the office know.
4. **Summer School:** If you plan to attend summer classes here at TC3 and have registered and have filled out a Residence Life contract for the summer session you must work with the Residence Life office to determine your move. Depending on your assignment, you may end up leaving belongings in your old space or moving them to your new one. You cannot stay between the end of the spring semester and the beginning of the summer semester unless you paid for the break housing.
5. **Security deposits:** You will be able to check your account online after May30th to see if you had any room damage charges. If you have room damages, you will be given information about how to dispute the charges. After that process and any damage charges have been deducted, the balance of your security deposit will be mailed on July 18, 2014. Per the contract it takes 60 days to process security deposit refunds. If you are returning to housing in the fall, your security deposit will be applied directly towards next year.
6. **Returning Students:** If you plan to return to Residence Life in the fall but have not turned in a contract or completed your FAFSA (or payment arrangement) or registered for fall classes, you need to complete

these tasks. You must meet all the requirements for housing before we can confirm a room for you for next year. There is no guaranteed housing; complete these tasks as soon as possible.

7. **Stock the Pantry:** Un-opened Non-Perishable food items you do not want to lug home can be donated on May 7 , 6-8pm. Staff will come around on your floor to collect. You can also drop off at your RDs office, RA offices, the mail room, or the main office in Tioga Hall during finals week.

Thank you for cooperation. I wish you all a safe summer.

Darese Doskal
Director of Residence Life and Judicial Affairs