

Spring Semester 2020
END of SEMESTER HOUSING PROCEDURES
JDC and Mathews Residents

Here are a few reminders as the semester comes to an end. Please pay special attention to the things you need to do to check out properly. If you have any questions, please feel free to stop by the Residence Life Office.

- The last meal served in the Dining Hall is Dinner, Wednesday, May 6, 2020
- You must check out by 12:00 pm (Noon) on Thursday, May 7, 2020. There are no exceptions to this.

To check out, you must:

- Go through the CHECK-OUT form with your RA
 - You must make an appointment with them to do so! Appointments need to be made at least one hour prior to check-out
 - Return your ROOM KEY and MAILBOX KEY to the Residence Life Office. (**Check your mail box before you turn in your keys**)
- Failure to check-out properly will result in an improper checkout fine of (\$25.00), door lock change fine (\$60), a mailbox lock change fine (\$10), JDC Entrance key fine (\$6), and/or a loss of your security deposit (\$200.00). As well, you may be held for any damage to the room if check-out is not completed properly.
 - You will be held accountable for damages to your room. If your window screen is missing or damaged you will be charged for replacement.
 - Parking on the grass and sidewalks is STRICTLY prohibited during your move-out. You will be ticketed.
 - All bikes must be removed from Residence Hall bike racks. Bikes left will be removed.
 - RA's have been instructed to continue documenting policy violations. All violations will receive community service hours and the CS hours must be completed before grades will be released.
 - Please contact the Office of Residence Life if you need Summer Housing.
 - If you are returning to housing next semester, your housing deposit will be placed on your BANNER student account on June 1. Cancellations must be received in writing by July 15th for a 100% refund, and August 15th for a 50% refund. Cancellations received after August 15th will not be refunded their housing deposit.
 - If you have not signed up for a room for next year, please do so at the Residence Life Office before you leave.