

TO: All Residence Hall and *The Village* Apartments Students
FROM: University Housing
DATE: April 20, 2009
SUBJECT: Check-out Procedures for Spring 2009

All residence halls will close **Friday, May 8, at 6:00 p.m.** *The Village* Apartments is open year-round, however, you must check-out by the end of your contract period. The guidelines below will assist you in the check out process.

CHECK-OUT PROCEDURES : ALL RESIDENTS MUST CHECK-OUT

1. Schedule a check-out appointment with your RA/CA **no later than Thursday, April 30th**. Each RA/CA will have a schedule posted on his/her door. Failure to schedule or keep your appointment will result in a minimum \$25 charge for improper check out.
2. Prior to check out, you must:
 - return your room and furniture to its original condition and arrangement;
 - take down bunks and return the corresponding pins to the hall office;
 - remove all personal property, including carpet and personal furniture;
 - carefully remove all tape, residue, and marks from your floor, walls, furniture, and doors;
Note: Damaged walls will result in minimum charge of \$90 per wall; If you used Command Strips please visit www.gcsu.edu/housing for proper removal instructions;
 - clean your room thoroughly and dispose of trash and large items in outside dumpster(s);
 - clean your bathroom thoroughly (including shower, sink, toilet, floor, drawers, mirrors, etc.);
 - please do not leave your trash or debris from cleaning in the hallway, doing so may result in charges (Do not sweep debris from your room into hallway) .

Failure to follow these directions will result in additional charges.

3. At your scheduled appointment, your RA/CA will compare the condition of your room to that documented on the original inventory sheet completed upon move in. Any damages will be assessed on an item cost/replacement basis.
4. To complete the check-out process, you must turn in your room/closet key and sign out with your RA/CA. For students living in Parkhurst Hall, Foundation Hall, Bell Hall or at *The Village*, there is a \$35 charge for lost keys. For students living in Adams Hall, Napier Hall, Sanford Hall, and Wells Hall, there is a \$90 charge for lost keys.
5. If you have a final on Friday (May 8th) after 4:00 p.m., you must contact your Hall Director in advance to arrange to check out after the 6:00 p.m. deadline.

6. Graduating seniors and Maymester residents residing in the residents halls will receive special information on their check-out deadline.
7. Students who currently have a mailbox located on central campus should fill out a forwarding address card at GCSU Post Office, located in MSU, and return their mail key before leaving campus for the summer. If students do not leave a forwarding address card, their mail will be returned to sender.

Note: *The Village* Apartments residents should retain their mail key and return it to the staff member who checks them out.

8. If you are graduating or leaving the university and not returning as a student, you may request a refund of any unused **CatCash/Dining Dollars** in your account by submitting a request to the Bobcat Card Office (located in the Paw Prints Bookstore of the MSU). You may contact the Bobcat Card Office at (478) 445-2273.

If you have any questions, please contact your RA/CA, Hall Director or call our office at (478) 445-5160.