

Check-out procedures for Spring 2021

Residence halls will close **Friday, May 7 at 2 p.m.**

Please visit www.gcsu.edu/housing for additional details.

The guidelines below will assist you in the check-out process.

ALL RESIDENTS MUST CHECK OUT.

Check-out appointment

- Beginning Monday, April 19, residents will be able to schedule their check-out appointment at the CA Office.
- All residents are encouraged to schedule their check-out appointment by Monday, April 26.
- Failure to schedule or keep your appointment may result in a minimum \$25 charge for improper check-out.

***If you have a final on Friday, May 7 after 12 p.m., you will need to contact your Community Director no later than Monday, April 26 to arrange to check out after the deadline.

Prior to check out, you must:

- return your room and furniture to its original condition and arrangement;
- take down bunk beds 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 gcsu.edu/housing/spring-closing 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.)
- remove trash and debris from the hallway, items left in hallways may result in charges (do not sweep debris from your room into hallway).

***Failure to follow these directions will result in additional charges.

At your scheduled appointment:

- a CA will compare the condition of your room to that documented on the original Room Condition Report completed upon move in.
- any damages will be assessed according to the Damage Charge sheet (available at gcsu.edu/housing/housing-contracts-and-forms).

To complete the check-out process:

- you must turn in your room/closet key and sign out with a CA.
- for students living in Bell Hall there is a \$50 charge for lost keys.
- for students living in Adams, Napier, Foundation, Parkhurst, Sanford and Wells Halls there is a \$130 charge for lost keys.

If you have any questions, please contact your CA, Community Director or call our office at 478-445-5160.



Additional Information

- Graduating seniors and May Term residents residing in the residence halls will receive special information on their check-out deadline.
- If you are graduating or leaving the university and not returning as a student, you may request a refund of any unused CatCash in your account by submitting a request to the Bobcat Card Office (located in the MSU). You may contact the Bobcat Card Office at 478-445-2273.
- Each resident will be limited to 2 guests for move-out assistance. Masks are required for residents and guests in all common areas of the building.