

## West Campus Closing Information

On April 11, students received an email confirming their contract end date. This message also included instructions for scheduling a checkout appointment.

### **Prior to check out, you must:**

- clean your bedroom, bathroom, and shared living space (vacuum, mop and wipe down all surfaces). Clean all kitchen appliances inside and out (oven, microwave, dishwasher, and refrigerator).
- take out trash.
- remove all your belongings from the apartment prior to your scheduled check-out time.
- have your bedroom key and mailbox key ready to hand in at the time of your check out and turn in all temporary swipe cards that you have been loaned.
- be on time for your check-out appointment. Wait for a *Village* staff member in the apartment you are checking out of. If you are not present for your appointment you may be assessed an improper check- out charge.
- complete a change of address form from *The Village* Office and turn in your mail key when you check out.
- if you know that something in your apartment is damaged, please tell a staff member at *The Village* before your check-out time so that charges may be assessed to the individual responsible; otherwise, all roommates will split the charge evenly.

\*\*\*All shared living space must be cleaned each time someone from the apartment checks out.

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

### **At your scheduled appointment:**

- a Village staff member 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](https://gcsu.edu/housing/housing-contracts-and-forms)).

\*\*\*Failure to schedule or keep your appointment will result in a minimum \$25 charge for improper check- out.

## **Additional Information**

- If you are graduating, leaving the University, or 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.

Please visit [gcsu.edu/housing](https://gcsu.edu/housing) for additional details. If you have any questions, please contact your Community Advisor, Community Director or call our office at 478-445-1400.