

Check-out procedures for Spring 2019

Residence halls will close **Friday, May 10, at 6 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.**

Schedule a check-out appointment with your CA:

- no later than Thursday, May 2.
- checkout appointments can be scheduled by signing up with your CA.
- sign-up sheets will be posted outside of the CA office in your building.
- if your CA is not available when you plan to check-out you may sign up with a different CA.
- 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 10 after 4 p.m., you will need to contact your Community Director no later than Thursday, May 2 to arrange to check out after the 6 p.m. 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:

- your 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 your CA.
- for students living in Parkhurst, Foundation, or Bell Halls there is a \$50 charge for lost keys.
- for students living in Adams, Napier, 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

- Students who currently have a mailbox located on Central Campus should fill out a forwarding address card at GC 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. Mail keys must be returned to the Post Office, your CA will not accept your mail key.
- 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.