

Closing Newsletter

**Spring & May Term
2024 Closing Newsletter**

This newsletter will contain ALL the information you need about checking out of your on-campus housing.



GRADUATES

**Halls close Sunday,
April 28th at 12pm.**

All graduates must be checked out of their campus assignment by this time (unless they are here for May term or have been approved to be on campus for summer.

STUDENTS NOT HERE FOR MAY TERM OR SUMMER

**Halls close Friday,
April 26th at 12pm**

STUDENTS STAYING FOR MAY TERM

**Halls close Friday,
May 17th at 6pm.**

There will NOT be opportunities for extensions for residents to stay overnight. Out of state and international residents should plan accordingly.



SUMMER ASSIGNMENT

**Wednesday, May 22rd
between 9am and 2pm.**

Students who have been approved and assigned to stay on campus for the summer will remain in their Spring 2024 assignments through May term. Tuesday, May 23rd, summer students will move into Clinton Apartments for their summer housing and should plan accordingly.

»»» CLOSING FLOOR MEETINGS - APRIL 15TH THROUGH APRIL 18TH «««

All residents must attend a closing meeting with their CA or another CA of their building/area. CAs will review all the steps and procedures for completing a checkout. Residents who do not attend the closing meeting could be subject to Improper Checkout Fees.

Make sure to find the specific times and locations for the meeting with your CA

DAMAGE FEES

Improper Checkout	-----	\$50
Damaged Blinds	-----	\$40 - \$80
Damaged Walls	-----	\$100 per wall
Excessive Cleaning	-----	\$25 per hour
Furniture Re-Assembly	-----	\$75 per item
Trash Removal	-----	\$25 per bag
Furniture Removal (non Simpson)	----	\$100 per item

Tips for an easy checkout and to reduce the likelihood of charges:

- 1. Attend your closing floor meeting**
- 2. Sign up for a checkout time with your CA or a CA of your building/area.**
- 3. CLEAN YOUR SPACE.**
- 4. TAKE YOUR TRASH TO THE OUTSIDE DUMPSTERS.**
- 5. Remove all belongings and be sure to check all drawers and closets.**
- 6. Re-assemble and re-arrange furniture to be set up according to the guidelines and standards.**



Express Check out

ROOM SET-UP GUIDELINES

FOR DORMS:

Bed is set to the top of the first set of bed ends. The extra set of bed ends is set on top of the first set of bed ends with the support bar on and against the wall. The dresser and student desk are tucked under the bed with accompanying desk chair pushed into the desk. The shelf is placed between the beds in the room.

Supplies Per Person or Bed:

- 4 Bed Ends
- 1 Bed Spring
- 1 Mattress
- 1 Support Bar
- 1 Dresser
- 1 Student Desk
- 1 Desk Chair

Supplies Per Room:

- 1 Shelf per room (Only for Barker and Kresge)

Barker, Kresge, Buxton and Picken

FOR APARTMENTS:

Bed will be set at the top of the first set of bed ends. The dresser will be either in the closet or at the end of the bed. The student desk and desk chair will go into the living room.

Supplies Per Person or Bed:

- 2 Bed Ends
- 1 Bed Spring
- 1 Mattress
- 1 Support Bar
- 1 Dresser
- 1 Student Desk
- 1 Desk Chair

Additional Supplies Per Apartment:

- 1 Shelf
- 1 Couch
- 1 Armchair
- Dining Room Chairs (varied on occupancy)

Clinton, Detroit, Weinman, Hamilton, Colonial, Washington, Station Square