CHECK-OUT INFORMATION FOR SUMMER BREAK

All students are required to check out 24 hours after their last final or by 7:30 p.m. on Thursday, May 7, 2015 – whichever comes first! Please contact housing@ndc.edu if you have any questions or concerns.

TO-DO BEFORE CHECKING OUT

- Defrost your refrigerator/freezer – we recommend doing this a day or two before you are ready to leave. Place towels under the fridge to catch any water and leave the door open. Please leave NDC-owned fridges in North & South plugged in.
- Remove all belongings in your room except the furniture that was there when you moved in. If you leave items behind, a fee will be assessed to your student account to have them removed.
- Take all trash from your room to a dumpster outside your building as trash cans will be removed from floors during checkout week.
- Thoroughly clean everything in your room including all furniture, walls, floors, bathrooms, etc. Rooms/bathrooms that are left dirty will result in a fine.
- Close and lock your windows and pull the blinds shut.
- If you live in Harks, Providence or Petersen, please lock your bathroom door.

THERE ARE 2 OPTIONS FOR CHECK-OUT:

**Traditional Check-Out**

1. Sign up for a time to check out with your RA. If your RA is unavailable, you may sign up with another RA in the building. If all RAs in the building are booked at the time you’d like to check out, come to the Res Life Office to sign up for a check out time.
2. Before your check out time, please make sure all of the items listed above are complete. If items are still in the room and/or the room is not clean at the time of check out, you will forfeit your check out time and must complete an express check out.
3. At your check out time, your RA will come to your room to complete your closing Room Condition Report. They will also collect your room and mailbox keys. Please review the closing RCR before signing it.
4. Please note that a final room check will be complete by the Res Life staff the week following closing and additional damages may be assessed.
5. If you miss your scheduled check out time, you are required to do an express check out.

**Express Check-Out**

1. Get an express check out envelope from your RA or from the Res Life Office.
2. Complete all information on the envelope (name, student ID, room and mailbox numbers).
3. Read the envelope and sign and date it, then place your room key & mailbox key in it and seal it.
4. Return the completed envelope to the Res Life Office in Harks or South.
5. By completing an express check out, you agree to accept responsibility for all damages found in the room and waive your right to appeal them.

If you do not return a room key, you will be charged to replace all keys/cores associated with the room. If you do not return a mailbox key, you will be charged $20.00. If you do not complete an express check out or do not do a traditional check out, you will be charged $200.