The end of the year is almost upon us, so please make sure that you understand the information provided below. The more you can take care of early on, the less stressful finals week will be!

- All residents must vacate their rooms 24 hours after their last exam, or by Monday, May 2 at 7:00 pm, whichever comes first. *Students may request to stay for travel purposes until Tues., May 3 at 10:00am.*
- ONLY graduating seniors and other students who have permission to stay may be in the halls during Senior Week (Monday, May 2 – Saturday, May 7).
- Graduating seniors must vacate their room and return their key by 7:00 p.m. on Saturday, May 7, Commencement Day.
- **There is no storage available on campus during the summer.** Please plan accordingly. ***Items must be removed from Lawson and Danforth storage areas by 7:00pm on May 7.***
- Items left behind in rooms or in storage will be discarded or placed in recycling. Students will be billed for this removal if there are an excessive number of items, or the items are large.
- Dumpsters will be located outside your hall. Your RA or AC can provide you with trash bags. **Please take your trash to the dumpster.** One trash bag left in the hallway will lead to a hallway full of trash. WE NEED YOUR HELP!!!
## EXPRESS Check-out

1. Pick up an EXPRESS check-out envelope from your RA, AC, or the display poster posted in your hall.

2. Refer to the “Before you leave” checklist on the envelope to make sure your room is prepared for check-out.

3. Note any damage items you are taking responsibility for in the space provided on the EXPRESS envelope (if you need additional space, please use the back of the envelope).

4. Complete the envelope, sign, place your room key inside and return to your RA or AC. *If you are NOT returning to Colby-Sawyer in the Fall, please return your college ID with your key.*

5. If a staff member is not available, you may return your EXPRESS envelope and key to the Office of Residential Education on the 1st floor of the Ware Student Center during regular business hours or at Campus Safety after hours and on the weekend.

6. Standard cost to replace a missing or lost key: Single room $35; Room designated as double $45; Room designated as triple $55; Room designated as quad $65; Apartments - $75.

### Additional Information:

- **Once vacated, members of the Residential Education staff will complete a final inspection of the room and damage charges or cleaning charges will be determined at that time.**

- **All damage charges will appear on student bills (Spring 2016) in PowerCampus Self-Service in early June.**

- **Three kinds of charges will be listed on the bills:**
  - Individual damage is assessed to students for any damage that is in their own rooms (individual damage may also include damage charges incurred during the year);
  - Common area damage (in hallways, bathroom, stairways, lounges, etc.) is damage that occurred throughout the year that cannot be attributed to a particular individual; therefore the cost is shared by all of the residents in the residence hall;
  - Any unreturned key fees.

- **It is expected that keys will be returned directly to a staff member in an EXPRESS envelope.** If your key needs to be sent back to the college, **The Office of Residential Education must receive it by Friday, May 13.** If your key is not received by this date, you will be assessed the established key replacement charge for your room. Keys should be shipped in a bubble wrap envelope or box and **sent to Residential Education, Colby-Sawyer College, 541 Main Street, New London, NH 03257.** Or, keys may be returned directly to the office of Residential Education or to Campus Safety by Friday, May 13.

- Assistant Director of Residential Education Karin Berthiaume is responsible for the management of damage billing. Specific questions and concerns may be addressed to Karin by contacting her via email at residential@colby-sawyer.edu.