

# Important Information for Parents and Families Regarding End of Year Check-out and Damage Billing

As the academic year comes to a close, students are in the midst of final exams and papers, and also must prepare to move out of their “home away from home”. The following information will be shared with students throughout the coming weeks, but is important for parents and families to be aware of as well.

## Preparing for the end of the year and moving out

- All students, with the exception of graduating seniors or those with an approved college-related reason, must vacate their rooms 24 hours after their last final, or by 7:00 pm on Monday, May 2, whichever comes first. If a student must stay for travel purposes, he or she will be able to log into the online housing system, Residence, to sign a temporary housing contract for Monday evening.  
**He or she must be moved out of the room by 10:00 am on Tuesday, May 3.** Please plan accordingly!
- Students will often find themselves with many more belongings in May than they had when they moved in! With this in mind, students have the following options:
  - Dumpsters will be placed throughout campus starting on Monday, April 25 and students are asked to bring all trash directly to the dumpster;
  - A campus Recycling initiative will pick up unwanted items that are still in useable condition. Students should watch for more information;
  - **NOTE: There is no storage available on campus.**

## Packed up and ready to Check out

- Once students are packed up and ready to check out of the room, they are asked to complete an EXPRESS check-out envelope (These are available in poster displays in the main entry of the hall and from Residential Education staff members).
- Students are asked to review the following and take action where needed:
  - All furniture is in your room, and assembled (unless you requested to have it removed);
  - Screens are in windows;
  - Nails, tape, tape residue, stickers, hooks, etc. have been removed from walls, doors, ceilings, floors, and windows;
  - **\*Please do not make any wall repairs on your own.** Often, damage charges can end up being higher if additional work is required by the facilities department to return the wall to its original condition;
  - All personal items have been removed from the room. **\*You will be billed for each item that must be removed from your room;**
  - Room is clean, clear of debris, and **floor is swept or vacuumed;**
  - **College cable cord is in room;**
  - **College phone is in room;**
  - All trash has been removed from the room and placed in the dumpster.
- Keys should be placed in the EXPRESS envelope and returned to a member of the Residential Education staff, at the office of Residential Education on the first floor of the Ware Student Center, or can be dropped off at the Campus Safety office in James House.
- Keys should not be left in the room OR with a roommate.

- If a key is brought home by mistake, please **place in a bubble wrap envelope and send by Friday, May 13 to:**

**Colby-Sawyer College  
Office of Residential Education  
541 Main Street  
New London, NH, 03257 by Friday, May 13.**

*Please include the name of the student*

## **Room Condition and Damage Billing**

### **Individual rooms and apartments:**

- After all students have moved out, the Residential Education professional staff and Facilities staff will do a walk-through of all rooms and halls to assess damage;
- While we make every effort to educate students about check out and room condition, there are occasions where there is billable damage in a room. In many cases, the room itself has not been damaged, but has been left in a condition that requires extra cleaning or removal of personal items;
- If a student accepts responsibility for this damage on their EXPRESS form, or by reporting to a staff member, that student will be billed. If we cannot determine the responsible party, the cost will be divided equally amongst the residents of the room.

### **Key Return:**

- Students will be billed for any keys that are not received by the office of Residential Education by Friday, May 15. The cost to replace a room key is as follows: Single occupancy \$35; Double \$45; Triple \$55; Quad \$65; Apartments (Rooke, Off-campus, and Duplexes) \$75.

### **All Hall Damage:**

- During the course of the academic year, there are instances of damage in the common areas of the hall. If the individuals responsible for the damage are identified, the cost will be billed to them directly. If this cannot be determined, the total cost for damage within the hall for the year will be divided equally amongst the residents of that hall.

### **Billing:**

- Charges for any of the following will be posted to the student's college bill by June 1:
  - Any damage to their room that they may have been charged for, and/or;
  - Any damage the student was found responsible for during the year, and/or;
  - Their portion of the all hall damage bill (if applicable), and/or;
  - Any unreturned key fees.
- **Students should check their college bill at that time.** If there are questions about any charges, the student should email [residential@colby-sawyer.edu](mailto:residential@colby-sawyer.edu) to make an inquiry.