

HOUSING CHECK-OUT PROCEDURES

Complete The [Express Check-Out Form](#)

All residents must complete the [Express Check-Out Form](#) before leaving campus. You may choose one of two options:

Option 1: Check-Out with a Staff Member

If you would like a staff member to assist you with your final room check-out, you may schedule a check-out appointment prior to your departure. Schedule a check-out appointment using [Student Services Bookings](#).

During your appointment, a staff member will walk through the room with you to provide general guidance and help you ensure the space is ready for move-out. They will not be assessing damages at this time, but they can advise on:

- Areas that still need to be cleaned (e.g., floors, counters, bathroom)
- Personal belongings or large items that appear to be left behind
- Trash or debris that needs to be removed

The purpose of this appointment is to help you avoid unnecessary charges by making sure your room is in move-in ready condition before you leave.

To schedule a check-out appointment:

1. Use [Student Services Bookings](#).
2. Choose a date and time when a staff member is available.
3. Be present and prepared to walk through the room with staff at your selected time.
4. No showing for an appointment will result in any additional appointments being declined.

Please note:

- Staff are not responsible for cleaning your room or removing items.
- All check-outs must be completed by the official move-out deadline.
- If you choose not to book an appointment, you are still required to submit an [Express Check-Out Form](#) and leave your room in move-in ready condition.

Option 2: Express Check-Out Without a Staff Member

- Complete the [Express Check-Out Form](#) on your own.
- Do a final room inspection immediately before leaving campus.
- Ensure all items are removed and the space is cleaned as outlined above.

If the condition of the room does not match the form, or if anything is left behind, fines will be issued.

Return Your Room Key

Your room key must be returned immediately after check-out:

- During business hours – return to the Student Services Office
- After hours – use the key drop box located under the TV at Switchboard

Each key has a unique stamped number. Failure to return the correct key will result in a fine.

Mail & Forwarding Address

Be sure to update your mailing address before leaving campus so you don't miss important mail or packages.