

Checking Out of the Residence Halls

December 8, 2009 (Tuesday Night Hall Meeting)

If you would like to print a copy of these Checkout Instructions, you may do so by going to www.liberty.edu/studenthousing. On the right hand side will be instructions concerning checkout along with a PDF link to these instructions.

1. **CHECK-OUT: The Residence Halls are officially closed on Friday, December 18th at Noon.** All students must checkout with their RA's **before 11 PM on Thursday, December 17th**. RAs will post available appointment times. Each student must sign up for an appointment.

Students must check out and vacate their hall within 24 hours of their last exam, no later than Noon on Friday, December 18th, 2009. In addition, we recommend students schedule their checkout appointment as close to their departure time as possible. (Checkout must take place no more than 24 hours before the time of departure.) Failure to vacate the room by the approved time may result in appropriate discipline and housing charges (*see the On-Campus Living Guide*).

Students are **not** allowed, at any time, on the Residence Hall during the Christmas Break unless written permission has been given by the Office of Student Housing. Failure to comply may result in disciplinary action.

2. **PROCEDURES:** ALL students must complete the following procedures:
 - a. **ESTIMATED DEPARTURE:** Each student is to record the time of their last exam and when they plan to leave the Residence Halls on the "Estimated Departure Sheet", which will be posted on the hall.
 - b. **APPOINTMENTS:** Each student must make an appointment to check out with an RA by signing up for a time on the "Checkout Appointment Schedule".
 - c. **CHECKING OUT:** You are responsible to check out with your RA during your scheduled time. If you fail to show for this time, a "failure to check out charge" (\$25.00) may be applied to your bill, in addition to any applicable White Glove cleanliness charges. **If you miss the appointment, it is your responsibility to contact your RAs.** Another appointment will be made at the RAs convenience.

Charge	d. WHITE GLOVE: Make sure that your area of the room is in white glove condition, defined below:
(\$45)	1) There is to be no <u>trash</u> on the floor or any part of the room. A trash bag will be provided for each room, and each student is responsible to remove their trash upon checkout. All trash bags should be tied and taken to the dumpster.
(\$30)	2) Floor must be vacuumed/swept (under beds and desk).
(\$20)	3) The bed must be emptied if the student is leaving. If the student is staying for the Spring Semester the bed must be emptied OR clean linens are folded and placed the end of the bed.
(\$20)	4) pictures must be removed from the walls.
(\$20)	5) Laundry must be clean and put away or removed from the room.
(\$20)	6) Closets, bookshelves, dressers, and desks must be cleaned/organized or emptied.
(\$30)	7) Blinds, window and windowsill cleaned, and baseboards dusted.
(\$20)	8) All food removed from the room.
(\$30)	9) Personal Refrigerators emptied, thawed, and unplugged.
(\$20)	10) Hallway/breezeway in front of the room is vacuumed/swept and cleaned.
(\$30)	11) Main Campus: Sink, mirror and ledge is cleaned.
(\$40)	12) Campus East & Quad-Living – common area must be cleaned (Based on the sign-up sheet for "Checkout: Common Area Jobs")
(\$40)	13) Campus East & Lynchburg Inn – Individual bathroom is cleaned (Mirrors, counter-top, sinks, bathtub, toilet and floor)

*****Failure to meet the white glove conditions will result in the related charge being applied to your bill.**

- e. **HALL/INDIVIDUAL DAMAGE:** The RA will check for hall/individual damage during your checkout time. You

are responsible to make them aware of any damage that occurred in your room. Failure to do so may result in an unclaimed damage charge being placed on your bill.

- f. **EMPTY BED:** If there is an empty bed in your room, you may have a new roommate in January. Please show consideration for the new student by making sure that the empty bed is cleared and ready for them. Please also clear some closet, desk and dresser space for them. New students will arrive on campus before returning students.
- g. **SIGNATURE:** At the completion of your checkout appointment, make sure you verify all information before you sign the Checkout Form.

3. **PERSONAL BELONGINGS AND NON-RETURN: All items must be removed upon Fall Checkout, if:**

- Financial Check-In will not be completed by Thursday, December 31st, 2009;
- Moving Off-Campus (must receive permission);
- Not returning for the Spring Semester.

Failure to remove items upon checkout will result in daily charges for belongings remaining in the residence halls. If a student leaves for Christmas Break and then is **unable to return**, all belongings must be removed by the end of business on **January 8th, 2010**, in preparation for New Student arrival. *(For further information read Section 4)*

If you are returning for the Spring Semester, items may be left in the residence halls, but it is recommended that belongings of worth or of sentimental value are taken home. (See Institutional Liability statement below.)

4. **STUDENTS NOT RETURNING TO THE RESIDENCE HALL IN JANUARY:** In addition to the above mentioned requirements students who are not returning to the residence hall in January must:

- a. Please notify the Office of Student Housing (housing@liberty.edu). If withdrawing/transferring you will need to complete an official "Early Withdraw" through the Student Advocate Office before you leave the University.
- b. Give your key to your RA when you check out. You will need to receive your Key Request and Issue/Return Form from the RA. This is your proof that the key was properly returned. **Failure to return your key at the time of checkout will result in a \$25.00 fee for a lost/non-returned key.** After business hours, keys may be returned, **at your own risk**, by placing them in an envelope with the student's name, ID number, and hall/room, and then dropping that envelope in the Key Drop box located on the exterior wall next to the entrance to the Office of Student Housing (located in Residence Hall 17, across from the Prayer Chapel).
- c. **All personal items must be removed from your room at the time of checkout.** Any student moving off-campus for the spring semester must have approval from the Office of Student Housing, confirm their off-campus status, and have all of their belongings removed from the room by noon on December 18th, 2009. **The University reserves the right to dispose of any items left in the residence halls/rooms.** *(see On-Campus Living Guide)*
- d. Failure to remove all items may result in daily housing charges from Checkout until Jan. 13th, 2010, when new students arrive. After January 13th, 2010, the charge will be \$150-\$250 per week until removal of all items. If belongings are not removed by Tuesday, January 26th, 2010, belongings will be disposed of and the student will be charged for occupying the residence halls until this date.

5. **RESIDENCE HALLS OFFICIAL OPENING DATE FOR RETURNING STUDENTS (SPRING 2010):**

- a. The residence halls will officially re-open at 1:00PM, Friday, January 15th, 2010. Meal plans will resume for lunch.
- b. Those students who wish to move back into the halls early for Intensive classes must request approval by emailing housing@liberty.edu. There is an associated charge for Early Arrival of \$15 per night, dining not included. All early arrivals must be approved by the Housing Office.

6. **APPEALS OF ALL CHARGES:** All Checkout, White Glove and Hall Damage charges must be appealed to the Office of Student Housing within **30 days** of the posted date on the student's bill. In addition, to appeal a key charge, "Key Request and Return Form" must be provided with the written appeal. Appeals to Office of Student Housing must be made via written letter (1971 University Blvd., Lynchburg, VA 24502), or e-mail (housing@liberty.edu).

Institutional Liability

The University will not be responsible for damage to or loss of personal belongings, which are a result of wind, water, insects, rodents, vandalism or theft. However, when damage or loss is reported, the University will take reasonable steps to attempt to resolve the problem. Students are encouraged to make sure personal belongings are covered by their parent's homeowner's policy or a renter's insurance policy.

The University encourages student's residing off-campus to obtain homeowner's or renter's insurance to protect oneself against unforeseen circumstances.