Student Checkout Instructions

The Office of Student Housing
Division of Student Affairs
Liberty University®

October 23, 2015

If you would like your own copy of these Checkout Instructions, please visit: www.liberty.edu/studenthousing

Checkout Basics

1. Clean your room to White Glove standards.
   Refer to the “White Glove Jobs and Corresponding Fees” table below for a full list of cleaning jobs that must be completed.

2. Schedule & attend a checkout appointment with your RA.
   Cleaning will be inspected and any damages should be reported at this time.
   This is the best way to avoid unexpected charges.

3. If you are not returning to housing for the Spring, remove personal belongings & return room key to the RA.
   All students not returning must remove all items and vacate the residence halls by Friday, December 18, 2015 at Noon.
   Return your key before leaving campus to avoid lost key charges.

Detailed Instructions

a. CHECKOUT: The residence halls officially close on Friday, December 18, 2015 at Noon.
   All students must checkout with their RA(s) before Thursday, December 17, 2015 at 6:00pm. Each student must sign up for an appointment time posted by the RA.

   1. Students must checkout and vacate their building within 24 hours of their last exam or no later than Friday, December 18, 2015 at Noon. Students must schedule their checkout appointment as close to their departure time as possible, but no more than 24 hours prior to departure. Failure to vacate buildings by the approved time may result in appropriate discipline and housing charges (see the On-Campus Living Guide).

   2. Students are not allowed in the residence halls during Winter Break without written permission from the Office of Student Housing. Failure to comply may result in disciplinary action.

b. PROCEDURES: ALL students must complete the following procedures:

   1. CLEAN YOUR ROOM TO “WHITE GLOVE” CONDITION. The chart below provides jobs that EACH student is responsible for completing. Roommates may share jobs, but each student is responsible for ensuring all jobs meet the criteria. If the room is not in White Glove Condition upon RD inspection, charges will be applied.

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<tr>
<th>WHITE GLOVE JOBS AND CORRESPONDING FEES</th>
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<tr>
<td>1. All trash removed. A bag will be provided for each room, and each student is responsible to dispose of their trash prior to checkout. Tied trash bags go to nearby dumpster.</td>
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<td>2. Floor must be vacuumed/swept (under beds and desk).</td>
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<td>3. The bed is empty OR clean linens folded neatly at foot of bed.</td>
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<td>4. Christmas decorations must be removed.</td>
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<td>5. Closets, bookshelves, dressers, and desks must be cleaned and organized/emptied.</td>
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<td>6. Blinds, window and windowsill cleaned, and baseboards dusted.</td>
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<td>7. All food must be removed from the room.</td>
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<td>8. Personal Refrigerators emptied, thawed, and unplugged.</td>
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<td>9. Main Campus: Sink, mirror and ledge is cleaned.</td>
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<td>10. Campus East &amp; Quad-Living – common area must be cleaned (Based on the sign-up sheet for “Checkout: Common Area Jobs”).</td>
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<tr>
<td>11. Campus East, Commons &amp; Annex – Individual bathroom is cleaned (Mirrors, counter-top, sinks, bath tub, toilet and floor).</td>
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Failure to meet the white glove conditions will result in a charge being applied to your bill.

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2. SCHEDULE AND ATTEND A CHECKOUT APPOINTMENT WITH YOUR RA: Each student must sign up for a time on the “Checkout Appointment Schedule” to checkout with an RA. Checkout appointments should be scheduled to occur within 24 hours of your departure time. It is best to have an appointment as close to your departure time as possible.
   a. During your checkout appointment, your room will be inspected for White Glove standards. Every student is responsible to report all room damage to the RA. Failure to do so may result in an unclaimed damage charge being placed on your bill.
   b. A “Failure to Checkout” fine of $25.00 will be charged for missing a Checkout appointment.

   For students that miss the appointment, it is that student’s responsibility to reschedule another appointment at the RA’s convenience.

3. REQUESTS TO STAY ON CAMPUS AFTER DECEMBER 18th AT NOON (Beyond Checkout): Students requesting to stay past Noon on Friday, December 18th must submit a Beyond Checkout Request (available November 16th to December 12th through the Housing website*). "Requests will not be accepted after December 12th.

   Only approved students are allowed to stay past Noon on Friday, December 18th.

4. IF YOU ARE NOT RETURNING FOR THE SPRING SEMESTER, REMOVE ALL PERSONAL ITEMS AND RETURN YOUR KEY: Prior to Friday, December 18th at Noon, all personal belongings must be removed from the building. The University assumes no responsibility for items left in the rooms or halls and may dispose of the items.
   a. All items should be removed at Fall Checkout if:
      - You are unable to complete Financial Check-In for the Spring semester
      - You are moving Off-Campus
      - You are not returning for the Spring Semester
   b. Failure to remove items upon checkout will result in additional charges. If a student leaves for Christmas Break and is unable to return, all belongings must be removed by the end of the day on January 8, 2016, in preparation for new student arrival.

   All students with items in the residence halls beyond January 8, 2016 will be charged according to the proration schedule for Housing.
   c. Keys should be returned to the RA at the Checkout appointment. Failure to return your key at checkout will result in a minimum $25 Non-Returned Key Charge. When returning your key, make sure to receive the Key Request Form, which serves as your receipt.

   After business hours, keys may be returned, at your own risk, by using the key drop box by the exterior door to the Office of Student Housing. Seal your key in an envelope containing your name and room assignment and place the envelope in the box.

   **Students should NEVER return a key by any method other than the two described above.**

5. RESIDENCE HALLS OPEN FOR RETURNING STUDENTS on Friday, January 15, 2016 at 1:00pm. No Early Arrivals are permitted without written approval by the Office of Student Housing (housing@liberty.edu).

6. APPEALS OF ALL CHARGES: All Checkout, White Glove, and Damage Billing charges must be appealed to the Office of Student Housing within 30 days of the date posted on the student’s bill. Appeals to Office of Student Housing must be made via e-mail (housing@liberty.edu). To appeal a key charge, the “Key Request Form” must be provided with the written appeal.

   **Institutional Liability**

   The University will not be responsible for damage to or loss of personal belongings, which are a result of fire, 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 residing in the residence halls 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 students residing off-campus to obtain homeowner’s or renter’s insurance to protect themselves against unforeseen circumstances. (On-Campus Living Guide) www.liberty.edu/studentaffairs