Dear Resident,

April 5, 2013

Another academic year is coming to an end. The residence halls will officially close on Friday, May 17th at 6 pm. Please review the below closing information. Should you have any questions, please do not hesitate to contact your Resident Assistant or to call the Office of Residence Life at (201) 692-2250.

CHECK-OUT PROCEDURES

- Residents must officially move out of the residence halls 24 hours after their last final or by 6 pm on Friday, May 17th, WHICHEVER COMES FIRST. If your last final is on Friday, May 17th, you must still move out by 6 pm on Friday, May 17th.

  April 24 to May 8 – Schedule your mandatory check-out inspection with your RA. Sign-up with your RA.
  May 13 to May 17 – Residents begin to check-out 24 hours after their last final exam.
  Friday, May 17 – All residents must be moved out and checked out of their room no later than 6 pm.

- The deadline for all residents to schedule an appointment with their RA for a check-out inspection is May 8. Check-out inspections will only take place between the hours of 10 am and 8 pm. No appointments will be allowed after 5:30 pm on May 17th.
- There is no on-campus storage for your personal belongings during the summer months. You must take everything with you. Property that remains in the room/suite after check-out will be discarded. If you need a place to keep your things during the summer, try Extra Space Storage at 487 Hackensack Avenue in River Edge (close to Riverside Square Mall) at (201) 996-0020.
- Any resident found in the residence halls after 6 pm, without authorization from the Office of Residence Life, at minimum, will be subject to disciplinary sanctions, automatically fined $250 for a late check-out, and will be removed from campus immediately.
- Complete a Change of Address Form (download at www.fdu.edu/reslifemetro) and submit to the SUB Mailroom.

CHECK-OUT INSPECTION

- Prior to your inspection, you must make sure all of your belongings have been moved out, you have cleaned your room, returned all room furniture to its original location and be ready to vacate the premises immediately at the completion of your inspection.
- Remove all garbage from your suite/room. Place garbage in the trash receptacles provided or in the trash room on your floor.
- Meet your RA for your check-out inspection at the time of your scheduled appointment.
- If there are damages in your room, suite, floor or building that you are taking responsibility for, please indicate these damages on the RCR.
- Sign your Room Condition Report (RCR).
- You will not be permitted to enter your room/suite/building after you have checked out.

DAMAGE & IMPROPER CHECK-OUT CHARGES

- Failure to comply with the Check-Out Procedures stated above will result in a $75 improper check-out charge.
- An itemized damage bill, if applicable, will be mailed to your home within 4-6 weeks of your checkout.
- Bedroom charges will be assessed to the occupants of the room (if no one takes responsibility for damages).
- Suite damages will be assessed to all occupants of the suite (if no one takes responsibility for damages).
- Floor damages (e.g., hallways and lounge areas) will be assessed to the occupants of the floor (if no one takes responsibility for damages).
- Building damages will be assessed to the occupants of the building (if no one takes responsibility for damages).
- Security deposits will be processed, approximately 4-6 weeks after the last day of the semester for residents not returning to the residence halls for the 2012-2013 academic year. If you have an outstanding balance on your student account, your security deposit will be applied to your account. If applicable, a check will be mailed to the address you have on file at Enrollment Services.

MICROFRIDGE RENTALS

If you have rented a microfridge unit, you are responsible for cleaning (interior & exterior) and leaving your unit in your room ready for pick-up. Microfridges will be picked up by the vendor on May 23, 2013. If you moved during the academic year you must contact the vendor immediately at service@campusspec.com or (800) 525-7307. Failure to comply with the procedures will result in additional charges.

WHO CAN REQUEST A HOUSING EXTENSION?

You must submit Housing Extension Request online at www.fdu.edu/reslifemetro

- Graduating Students who desire to stay on campus until 10 am on Wednesday, May 22nd. Otherwise, you must move out by 6pm on Friday, May 17th.
- International students with flights home after May 17th. There may be a charge for housing.
- Spring Residents who will continue with us as Summer School Residents for Pre-Summer Housing (May 17– May 24). Cost will be $295 for the week. You must also submit a Summer Housing Application (available at www.fdu.edu/reslifemetro ).
- Residents with finals starting after 4pm on May 17th. You must vacate your room by 9 pm, Friday, May 17th. No charge.
- Any Housing Extension Request received after April 30th will automatically be assessed a late fee of $50.