Drew University Office of Residence Life

End of the Year Closing Packet

All the information you need to check out of your Residence Hall!

Drew University
Office of Residence Life
Townhouse 28
973 – 408 – 3394
reslife@drew.edu
www.drew.edu/depts/resilife.aspx

Some Vital Information

You Need to Complete Checkout!

PLEASE BE SURE TO COMPLETE ALL OF THE FOLLOWING PRIOR TO YOUR DEPARTURE. FAILURE TO DO SO WILL RESULT IN A FINE FOR IMPROPER CHECK-OUT.

Take your time and read the following packet carefully!
The only real beneficiary is YOU!

This outlines how you need to prepare for check-out as well as complete the check out process. By following everything outlined in this packet, you will minimize your chances of being billed for any unnecessary fines. Please remember, following the information in this packet does not assess the damage and billing to the room. Consult your Complex Residence Director (CRD) for more information.

The Office of Residence Life, Housing, and Facilities would like to thank you in advance for your hard work and preparation for ending the year right! If you have any questions, don't hesitate to call any RA/HA or ResLife at 973-408-3394.

Good Luck with the rest of the semester, final exams, and have a safe summer!

24 hour Quiet Hours begin
Tuesday May 3, 2011 at 12:01a.m.

Some information you need to know to start preparing yourself:

Stuff you can do now:

(We provided areas you can check off to make sure you're all set!)

_____ Completely clear off both sides of your bedroom door, common area door, and bathroom door. Bedroom walls, common room walls, and all ceilings.

_____ Discuss with your roommate(s) who is responsible for damage(s) in your room/common area/bathroom. Please let your RA/HA or CRD know who's claiming responsibility in writing with everyone's signature.

(This needs to be submitted before any member checks out of the area.)

_____ Clear everything in and around the bed loft. Lofts will be picked up the day following the closing of the ResHalls. If you need any information, please contact your CRD.

_____ Please make sure you un-flip your bed. All beds should be on the lowest possible setting. Flipped beds may be subjected to a fine.

_____ Refrigerator pick-up will be conducted after the residence halls have closed. Please make sure you unplug and properly defrost your refrigerator PRIOR to leaving. If you have questions, contact your RA/HA.

_____ Make sure to check emails for any last minute updates or procedural changes to ensure your interests are best met!

Preparing yourself for check out:

(We provided areas you can check off to make sure you're all set!)

_____ *All residents* must make an appointment with a RA/HA from that complex to checkout. Missing your appointment may result in an improper check-out.

PLEASE DECIDE IF YOU WOULD LIKE TO DO A TRADITIONAL CHECKOUT OR THE EXPRESS OPTION.

(The Express Checkout Option is explained later in this packet).

Appointments will be posted and available to you no later than Monday May 2, 2011. Please remember you must be out 24 hours after your last exam.

My appointment time date & time:

_____

I am checking out with RA/HA:_____

They are located in:_____

Their room extension is:_____

Pick a day and time slot for when you plan on leaving. Write your name and room number in the time slot that you request with the RA/HA of your choice. The RA/HA will meet you at the door for that day and time. Failure to show will result in you re-scheduling your checkout time / being charged improper checkout fees. Remember only one name per slot unless you and your roommate are leaving at the same time.

We ask that you sign up 24 hours in advance. The RA/HAs will be collecting their sheets the night before (11:00p.m.) so they know their appointments for the next day. If you didn't sign up, they may not be around or available to check you out, and it means you will be charged an improper checkout!

Call your rides/moving means now to confirm days and times, and then sign up ASAP. Remember the RA/HAs are students too that have finals and papers to complete!

For those not graduating:
You need to be moved out no later than
Thursday, May 12, 2011 at 12 p.m. OR
24 hours after your last exam.

For those graduating:
All students must be moved out no later than
Saturday, May 14, 2011 at 7p.m.

Express Check Out:

All residents have the right to choose Express Check Out. All you need to do is stop by Residence Life the day before you check out and pick up an express check out form.

- Fill out the form legibly and completely.
- Place your key in the attached envelope.
- Place the ID in the attached envelope ONLY if you are not returning to Drew.
- Slip it under your CRD's apartment door.

You are then ready to leave for your summer break.

When you elect to Express Check Out, you sign a contract saying you understand you relinquish your rights to appeal any damages and fines accessed to your room/bathroom/common area.

Preparing yourself for check out: (CONTINUED)

(We provided areas you can check off to make sure you're all set!)

_____ Clear out all of your personal belongings from your side/portion of the room/bathroom/living area. Check all your drawers, closets, and under the bed to make sure you didn't forget anything. Once you leave, it gets tossed!

_____ Clean your room! Leaving your room in a spotless condition will ensure you are not charged for any cleaning fees/fines.

_____ Vacuum, dust, and/or wipe down all surfaces.

_____ Scrub out your trash container.
(It must be clean and dry).

_____ Remove ALL tape, sticky stuff, & adhesives from walls, shelves, doors, windows, etc.

_____ Beds must be fully assembled, in the lowest possible position, and DEBUNKED. Return your bed pins to your RA/HA or the Office of Residence Life.

_____ Be sure that your room/common area/ bathroom has all the furniture that was provided by Drew University.

_____ Take all trash to the dumpsters. Furniture or trash left behind in the building will lead to personal or common area fines. **NOTE: PUBLIC AREA FINES CANNOT BE REVERSED OR APPEALED!**

Reminder: All residents will be held accountable for destruction of any University property/furniture through inappropriate means (i.e. tossing out window).

Right Before & During Check Out:

(We provided areas you can check off to make sure you're all set!)

_____ Do your last inspection of the room/bathroom/ common area to see if that is the condition you want the CRD & Facilities to assess it in.

_____ Pull out all drawers half way. (This makes it easier for the RA/HA to inspect so you can get going!)

_____ Remove your room key from any rings you may have. If you are a returning student keep your ID. Only students transferring or graduating must return their ID.

_____ Tip your mattress so that it is leaning against the wall; this allows the staff to see both sides easily.

_____ Close & Lock all windows. Please make sure that your blinds are down and closed (only if you live on the first floor) or up and open (if you live above the first floor).

_____ Turn off all the lights & lock the door.

_____ If you are the last member to leave, please make sure all common areas/bathrooms are in their proper conditions, as you will be held responsible.

_____ Find the RA/HA and complete the RCR or Express Check Out form. (RCR copies will be mailed to you at your home address)

_____ Turn in your room key and acknowledge the Key Code as written on your Room Condition Report (RCR).

_____ Confirm the RA/HA locks up your entire area.

Billing & Appeal Process:

This process starts with you, the resident, taking care of the room. Like we said, if you follow this packet and take all of the measures necessary to ensure the cleanliness of the room, then your off to the right start!

The Billing Process:

Here are some steps to break it down for you:

Figure out who's claiming responsibility for any damages incurred throughout the school year. Remember: the Office of Residence Life has reports that tell us what was damaged before you even moved it. As long as the condition wasn't worsened through the year—you shouldn't worry.

For anything else, document who's taking responsibility. This includes common areas, kitchens, bathrooms, hallways, etc. In order to properly process the claim and avoid charging everyone else, you must submit a letter, in writing, with everyone's signature on it before anyone moves out for the end of the year! If no one claims responsibility for anything before the first resident moves out, then all members of that living area will be charged!

After you have cleaned your entire living area, and checked out properly for the year, the CRD and a Facilities Representative will do a final walkthrough and conduct damage billing. Please remember that the RA/HA cannot make any guarantees you will not be billed.

Reports will be made, and accounts will be charged.

The student will receive a bill in the mail stating the charges with the appropriate amounts.

The Appeals Process:

We try our best to avoid any charges that may not be necessary, but because restoring areas to livable conditions does take work, we need to make sure that our means are covered to ensure a positive impression for the next residents.

The appeals process starts after you receive the bill.

Your bill / sanction letter will contain a date, which you have until to appeal the damage fines. The final date to submit any appeals in writing is **Thursday June 30, 2011** by 5:00 p.m. (EST). No appeals will be accepted after this time.

If there were charges or fines assessed to your account through damage to your room/common area/bathroom, a copy of your Room Condition Report will be attached. The Inspection/Comments portion of the report will indicate what damage or violation led to billing.

If you wish to appeal ANY charge, **you must send a written letter to Residence Life**, postmarked or e-mailed by **Thursday June 30, 2011.** *Only appeals that are submitted in writing, and on time will be considered! If you wish to appeal by e-mail, the email MUST come from the student's Drew University e-mail account, any non-Drew e-mails will not be accepted.*

Appeals are not granted for Public Area Damage or to those who elected to do an Express Check Out.

Repair Charges and/or fines that may be placed on your student account are in accordance with the *Housing Agreement* you have signed and with sections of *Daniel's Dictionary.*

Failure to pay charges or appeal in a timely manner, could adversely affect your registration and ability to receive transcripts.

Frequently Asked Questions & Concerns:

1. **What are some examples of possible charges?**

   Late Departure: $100 for initial hour / $50 each
   Improper Check Out: $125
   Excessive Cleaning: $35 - $350
   Improper Bed Assembly: $75
   Lost Key: $25 - $60

2. **When do I have to vacate the Residence Hall?**

   - All students not graduating must be checked out no later than 24 hours after their last exam. If your last exam is **Thursday, May 12, 2011; you have until 12p.m. to check out.**
   - All students who are graduating must be checked out no later than **Saturday, May 14, 2011 at 7p.m.**

3. **What if I am assisting/working graduation?**

   Anyone who is assisting/working graduation or has a problem departing by the appropriate time due to travel or late exams MUST inform the CRD of the situation ASAP. PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO INFORM ANYONE OF YOUR SITUATION. The buildings will officially close at **7p.m. on Saturday, May 14, 2011.** Anyone staying after this point must be signed up for Summer Housing; otherwise, you risk a late checkout fee.

4. **May I leave items in the hallway?**

   Unfortunately not, all hallways must remain clear of personal belongings and trash in case of emergency. Make sure all personal furniture is taken off campus with labeled belongings; otherwise it may be mistaken for trash!

5. **Where can I park my car while packing?**

   Whatever you do, don't block the dumpsters! We will have so much trash that the trash trucks will be running constantly. Your car WILL get towed from the dumpster area if left there. Once your car is packed, immediately move it away from the building so that others may use the spaces to load up.

6. **How can I avoid a long wait when I'm ready?**

   - Make that appointment with your RA/HA.
   - Arrive on time for your appointment.
   - Appointments are available on a first come/first serve basis.

   If the time you want has already been taken by another resident check with other RA/HA's in that Complex or sign up for a different time. Remember that you also have the option of completing an Express Check Out if no other time is convenient.

7. **Where can I obtain an Express Check Out form?**

   You may obtain one from your RA/HA ahead of time, or pick one up from the Office of Residence Life. Res-Life is open 9a.m. – 5p.m. Monday thru Friday.

8. **How can I avoid fines?**

   By following the procedures listed above, checking out in your scheduled time, handing in your keys; and leaving your room in good, clean conditioned, you minimize the chance of a fine. Also, by holding people accountable for abandoning things in hallways and lounges you can minimize common area damage charges. DON'T FORGET TO CLAIM RESPONSIBILITY FOR THINGS IN WRITING!

Please note that the RA/HAs are only part of the check out process and are the University Representative to check for initial damages. Once the Residence Halls are empty, the CRD along with a member of Facilities will be assessing all of the Hall's property and public areas for damage. At that point fees will be assessed, students will be charged, and bills will be distributed stating the charges. Just because the RA/HA does not find damage, does not mean that their will not be a charge once the CRD & Facilities Representative conducts their inspection. The CRD & Facilities Representative decide on whether there is evidence of damage.

Office of Residence Life Directory:

Ricky Ganaishlal (Director, ResLife)	973 – 408 – 3394	rganaishlal@drew.edu
Carolyn Chapp (Hoyt Hall & Theme Houses)	973 – 408 – 3267	cchapp@drew.edu
Linda Chuong (Suites Complex)	973 – 408 – 3431	lchuong@drew.edu
Deshawn Cook (Welch & Holloway Halls)	973 – 408 – 3405	dcook@drew.edu
Elizabeth Fehsenfeld (Grad & Theo)	973 – 408 – 3055	efehsenf@drew.edu
Jimmy Ramey (Tolley & Brown Halls)	973 – 408 – 3489	jramey@drew.edu
James Wojtkiewicz (HERB Complex)	973 – 408 – 3230	jwojtkie@drew.edu

Please mail all appeals letters to the following address.
Please make attention to the appropriate Complex Resident Director.

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36 Madison Avenue
Madison, NJ 07940
T: 973 – 408 – 3394
F: 973 – 408 – 3520

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