Check Out Procedures

- Residents must check out 24 hours after their last final, and **no later than May 11th at noon**.
- Residents may check out by scheduling an appointment, or through an Express Check Out.
- Check out appointments begin May 2nd at 9 am and end May 10th at 8:30 pm. Check outs are on a first come, first serve basis. Residents who check out before May 2nd can arrange to do so with their personal RA or the RA on duty at (347) 533-0499. Students checking out on May 11th do not need an appointment.
- Express check outs will be available starting May 4th. Express check out envelopes will be available 24 hours a day at the security desk.
- Residents must remove **all** belongings and thoroughly clean their room/suite prior to their check out appointment, ensuring to remove all garbage.
- Residents may have up to two guests to assist with move out. Guests must have a negative rapid COVID test, or provide proof of full vaccination, within 24 hours of their arrival to the building. Guests should complete the Residence Hall Screening Form: https://form.jotform.com/202405475233145.
About Express Check Outs

Express check outs allow the resident to submit their room key to a lock box using a special check-out envelope and form. This process allows for the condition of the students' rooms to be reviewed and evaluated by Residence Life staff after their departure. Residents choosing to utilize the express check out process waive their right to appeal damage fees associated with their room condition or check out process. Express check out envelopes will be available 24 hours a day at the security desk starting May 5th at 12 noon.

Move Out Checklist

1. Clean and remove garbage from your room and place in trash room (not hallways/room).
2. Remove all personal belongings from the room.
3. Remove all food from your refrigerator and perform a thorough cleaning.
4. Return all furniture to its original setup.
5. Sweep, mop/clean all floors, surfaces, bathrooms, appliances and any dirty walls.
6. Be careful when removing item from the wall to avoid damage to the walls.
7. Return residence hall ID.
8. If there are any damages in your room and we do not know who is responsible, the charges will be shared by all residents. Notify us if there is damage in your room that you are taking responsibility for.
What is the deadline to check out of the residence hall?
As per the Occupancy Agreement residents must check out within 24 hours of their last final and no later than May 11th at noon.

Can St. Francis store my belongings?
No, St. Francis cannot store any residents' belongings. Students may find a local storage unit or contract with a company to have their items retrieved from the residence halls stored below. More info on Box & Co is provided in this newsletter.

What happens to items left behind after check out?
Students that leave trash and items behind will be charged to have them removed. All items left behind will be discarded or donated.

Should I clean my room before check out?
Yes. Charges will be assessed for rooms that require cleaning after check out.

What should I do with my mail?
All mail received after May 11th will be returned to sender. Update your address with all mail services. Click here for the USPS Change-of-Address Form.

Can I stay in the residence hall until commencement if I am a graduating senior?
Graduating seniors who live in the tri-state area are still required to check out of their residence hall room. Graduating seniors who do not live in close proximity may arrange to stay in the residence hall until commencement. Please be aware that if you choose to stay in the Residence Hall, you may be required to move rooms to condense for Summer programs. If you are a graduating senior and want to stay in the residence hall through commencement, email Melissa at mlourie@sfc.edu.

Can I stay past May 11th?
No, The Spring 2022 contract ends May 11th.

I am interested in living on campus for the 2022-2023 academic year. What do I do?
If you are interested in living in the residence hall next year, you must pay your $300 housing deposit through TouchNet.
END OF YEAR DONATION DRIVE

WE ARE ACCEPTING GENTLY USED CLOTHING, BEDDING, BOOKS, BEDROOM AND KITCHEN SUPPLIES.

As you are moving out, please consider bringing these items to Residence Life (suite 107) and donating them rather than throwing them away. We will be giving these items to different charities in the area.

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