

LaGrange College End of Year Move-out/Check-Out Procedures for: NON-GRADUATING STUDENTS

***If you DO NOT have a final exam on May 14, you must vacate your room before 9PM on May 11.**

***If you HAVE a final exam on May 14, you have to email housing@lagrange.edu with this info: your name, L#, res. hall and room #, professor name, class name, date and time of your final exam to coordinate your check-out on May 14. You must send the email before 5pm on May 8.**

Students that do not follow the deadlines above will be fined a \$50 late fee and will be required to vacate.

To properly check-out of your residence hall room, complete the Standard Check-Out Process:

Standard Check-Out Process

The Standard Check-Out process involves the presence of the resident(s) checking-out when an inspection of the room occurs with a RA and/or housing staff member. ****Additional room inspections by Maintenance Staff will occur later and may result in additional fees for cleanliness, repairs, or replacement of room furnishings.****

To properly check-out using Standard Check-Out:

- You need to schedule a check-out appointment with your RA by signing up on the Check-Out Schedule posted on your RA's door. You must sign up for an appointment by 5pm the day before you need to check-out. Failure to sign up for a check-out appointment will result in an improper check-out fine of \$75.00 and any additional fines, etc. associated with noncompliance for the Standard Check-Out Process.
- **Prior to your scheduled check-out appointment, you must:**
 - Remove all personal items and trash from your room.
 - Thoroughly clean the room and bathroom.
 - Return furniture to its original location and set up (furniture out of closets, furniture removed from under beds, etc.); fines may be added for students that do not return rooms back to its original set-up.
 - Remove ALL sticky tacks, tape, and all other materials used to hang or secure items on walls, doors, ceilings, and floors. Although all hanging items that pierce doors or walls are prohibited, any nails should be left in the walls.
- **Meet your RA and/or housing staff member at your room for your scheduled check-out appointment to review the condition of your room, return your key, and sign the room inventory form.**
- **If you DO NOT have a final exam on May 14, you must vacate your room before 9PM on May 11.**
- **If you HAVE a final exam on May 14, you must email (info listed above) to housing@lagrange.edu before 5PM on May 8.**

*****Failure to complete** all the above steps will **result in a \$75.00 improper check-out fee and any additional fines**, etc. associated with non-compliance for the Standard Check-Out Process. A \$50.00 late check-out fee may be charged for any students that do not move-out/check-out for the deadlines listed above.

Additional policies to review in regard to the check-out process:

Trash: You are expected to provide your own trash bags and remove all trash within your room before you move out of your room – this includes all materials in your bathroom and common spaces. If you have a bathroom or share a suite-style bathroom, you are responsible for emptying all trash and thoroughly CLEANING the bathroom and shower area.

All unwanted personal items and furniture must be removed from the building. All trash must be deposited in an outside dumpster. Extra dumpsters will be placed in surrounding locations. RAs will patrol the area to ensure that trash is not left on the hall. You CANNOT “throw” any trash or furniture out of your window – you must walk these materials to the dumpster! **YOU CANNOT LEAVE TRASH AND/OR PERSONAL BELONGINGS IN THE HALL WAYS –TAKE THE TRASH TO THE OUTSIDE DUMPSTER.**

Know that you are responsible for the front space of your door, residential hall room, area surrounding of your room/apartment/house and any trash near it will be your responsibility. Fines will be imposed on rooms, apartments, houses, or halls for trash left during this process; the fine(s) will be applied to your student account with no contest.

Storage: The College does not provide storage for any personal items. You will have to find alternative storage locations off-campus.

Parking: Standard parking rules apply during the move out process. Vehicles should not be parked on the grass, block entrances or other vehicles, or impede the flow of traffic.

Requesting Approval to stay after Check-Out Deadline: All non-senior students seeking approval to stay past the move-out/check-out deadlines listed above **must submit their request to via email before 5:00 p.m. on April 24, 2018 to receive consideration.** Email your request to the director of housing vjames@lagrange.edu and thoroughly explain the details of your request. The director of housing will email you his decision to your request.

FAILURE to comply with ANY of these procedures will result in fines.

Please direct any questions or concerns about Check-Out procedures to your RA or the Office of Residential Education & Housing located in Smith Hall 215 or by telephone 706-880-8975.