

Checkout Procedure

Students are required to check out of their room in person with a Residence Life staff member. Checkout procedures include, but are not limited to, scheduling an appointment in advance, honoring the time of their appointment, completing an on-site inspection of the room, returning all residence hall keys (room key, suite key, locker key), and signing the Room Condition Agreement accepting responsibility for any damages and/or charges. Students must properly clean their room and remove all personal items, trash, and/or recyclables before the on-site room inspection. New York students are expected to check out by 9 a.m. for residence hall closings during spring (April—CA and NY bachelor's students only), summer (August), or winter (December) breaks. At other times of the year, New York students must check out by 10 a.m. on the day following their graduation, or completion of their last class prior to externship, or the date they stop attending assigned classes. California students must check out between 9 a.m. and noon on the day following their graduation, or completion of their last class prior to externship, or the date they stop attending assigned classes.

Fines for not following checkout procedures include:

Fine	Reason
\$25	Per half hour past scheduled checkout appointment and/or hall closing time
\$50	Failure to schedule an appointment or complete checkout procedure
\$50	Per lock change
\$50	For each key not returned
\$50	Failure to clean MicroFridge
\$100-\$200	Damage to MicroFridge
\$25-\$200	Damage or cleaning fee (including trash removal)

The maximum fine for failing to follow checkout procedures is \$300.