

Spring Closing

May 7, 2009



THE OFFICIAL CLOSING FOR ALL RESIDENCE HALLS IS NOON ON MAY 7th, 2009.

All students are expected to remove their personal items, turn in their key, and be checked out of their room by their RA by this time. **Card access will shut off at noon on May 7st.**

If you have a special request to remain beyond noon on May 7th, you must have approval from Residential Services prior to April 22nd, 2009.

Students who are approved to remain beyond the May 7th closing date must pay a charge of \$35.00 per day. Payments must be made in advance and submitted to Residential Services prior to May 7th 2009. Applications for an extension (athletes, Ushers, or late stays) may be picked up in the Office of Residential Services or you may e-mail, res-services@wpi.edu

Check Out Procedures

- You must check out with an RA in their building by completing the room inspection form. Ellsworth and Fuller residents should be checked out by their resident assistants.
- Keys must be turned in to your RA at the time of check out. If you do not return your keys, a lock change will be ordered and will be charged against your damage deposit. If you are leaving and would like to fill out an express check out please see your RA or Residential Services to pick up these envelopes. Seniors leaving on May 16th should return their keys to Campus Police in the envelope provided by Residential Services.
- Your room/apartment is expected to be in the same condition as it was when you moved in. Damages and or excessive cleaning charges will be deducted from your damage deposit. There is a \$50.00 per piece of furniture that needs to be moved from your room to the common area. Students in Ellsworth and Fuller apartments must remove all trash to the Daniels dumpster. Failure to remove trash will result in a fine.



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Damages

When you arrived in August you signed a Room Condition Sheet (RCS), it is your responsibility to check over this form and be sure that all damage present in the room were listed.

As we approach the end of the year, the room will be assessed for damages again and you will be billed for any new damages found in the room. Damages are charged to the responsible party when attributable. If the person causing the damage cannot be identified, the residents of the room, building, floor or suite will split the charges for the damage equally. During the year if there were hall damages, i.e. broken lounge windows, lounge furniture, card readers, doors etc. these damages will be charged to the entire hall. In June, you will be able to view in banner a detailed list of your charges on your student account.

