INFORMATION for STUDENTS LEAVING their CAMPUS HOUSING who are NOT RETURNING SEMESTER II

MOVING OUT

WHEN

The DEADLINE TO complete your MOVE OUT is BY NOON, SATURDAY, DECEMBER 17.

Students are responsible for removing all belongings and completing their move out of their Semester I room by 12:00 pm (noon), Saturday, Dec. 17 when the residence halls close and OneCards are deactivated for the Winter Break. NO ONE, UNDER ANY CIRCUMSTANCES, MAY STAY IN THE DORMS AFTER this deadline. Any student found in the dorms after this deadline will be required to leave immediately and may be fined $150.00.

KEYS – RETURNING OF

PLEASE NOTE: Students leaving their campus housing who are not returning in Semester II are responsible for returning their room key BEFORE leaving campus.

- Students are required to return the room key they were issued whenever they permanently move out of their campus housing - during the academic year due to a room switch, going on a leave or on study abroad, transferring or at the end of the academic year. Students not returning in Semester II are responsible for returning their Semester I room key to the Facilities Management Office BEFORE leaving campus. If you need to return your key outside of regular working hours (M-F 8:30 am - 3:30 pm), please place your old room key in a sealed envelope with your name on it and drop it through the mail slot located under the window of the Facilities Management Office (just outside and to the left of the pedestrian gate). Not sure where the office is? It is #46 on the campus map. Please do not leave your key at Campus Safety and do not give your key to someone else to return.

- If the student who will be living in the room you are vacating in Semester II, needs to move their belongings into your room before the break, please try to accommodate them as that student must move from their room before the residence hall closes also. If you will be leaving campus before that student, and they need the key to the room, you must go to Facilities Management together, with your OneCards, in order to change the key records. Note: The Facilities Office CLOSES at 12:00pm (NOON), FRIDAY, DEC. 16.

- Students who forget to return their room key before they leave campus are asked to return their key to the Facilities Management Office ASAP. PLEASE NOTE: If you must send your key back to Facilities Management, it is recommended that you use of a guaranteed delivery service such as FedEx or UPS as keys tend to tear out of regular envelopes during the automated metering of USPS mail.

STORAGE

Students leaving the College to go on Deans Leave, College Leave, to graduate early or to transfer to another school are NOT permitted to store any belongings at the College.

Students leaving the College to participate in STUDY ABROAD, DOMESTIC STUDY AWAY OR AN EXCHANGE PROGRAM, may ONLY store their belongings in the special storage room labeled - Semester II storage – in the attic of Yarnall house and only in accordance with the Storage Policy. Please note that the space is limited and fills up quickly. Do not leave belongings anywhere else on the third floor. Students studying abroad may not store anything in High Security Storage, at HCA, or in any other area. If you have any questions about procedures, don’t guess—check with the Office of Residential Life (hc-reslife@haverford.edu). If you need to store a bike, please contact Campus Safety 610.896.1111.
STORAGE LIABILITY - The College accepts no responsibility whatsoever for any damage to or loss of student property wherever it is located—including the student storage areas. **Students store items entirely upon their own initiative, risk and responsibility. The College will not honor claims made against it for damage or loss.**

All stored items must be properly labeled. Labels are available in the Campus Safety Office in the GIAC. Please label all belongings as follows:

<table>
<thead>
<tr>
<th>Your Name ' Year of Graduation</th>
<th>Example: Tom Brady '18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: City, Country you are going to</td>
<td>Study Abroad: Seville, Spain</td>
</tr>
<tr>
<td>Date of Departure -- Date of Expected Return</td>
<td>December '16 – May '17</td>
</tr>
<tr>
<td>Box number of Total Number of Boxes storing</td>
<td>Box 1 of 4 boxes</td>
</tr>
</tbody>
</table>

**CHECKLIST OF OTHER THINGS TO DO BEFORE YOU LEAVE**

**YOUR ROOM**

**PLEASE LEAVE YOUR ROOM IN THE CONDITION YOU FOUND IT UPON MOVE IN**

- Students are responsible for leaving their room in the condition they found it at the beginning of the school year. **You are responsible for cleaning your room or apartment and removing all belongings, trash and recycling before leaving. Please properly dispose of your trash and recyclables.** If Housekeeping finds that you have left your room, apartment, and/or common area in an unsatisfactory condition you will be charged accordingly.

- If you have loaned or stored any College furniture, it is your responsibility to reclaim it and put it back in your room before you leave. Please be aware that you will be charged for any damage to the room and its contents, including missing furniture that you did not report to Facilities Management when you moved into the room.

- Inspect your room. If a student will be moving into your room before the dorms close, make sure that you inspect the room together, agree on its condition in writing and send that information to Facilities Management before you leave. If you will be vacating the room before someone moves in, you are encouraged to contact Facilities at facilities@haverford.edu and ask them to inspect your room before you move out.

**LOCKING UP**

- Please close and lock your window(s), turn off all lights, and lock your individual room door when you leave. If you are the last one out, lock and secure the suite or apartment door as well.

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Questions?

**When in doubt - check it out!**

Please contact the Office of Residential Life **before** 12:00pm (noon) on Friday, December 16 at hc-reslife@haverford.edu or call 610-896-1298 or drop by Chase Hall 213