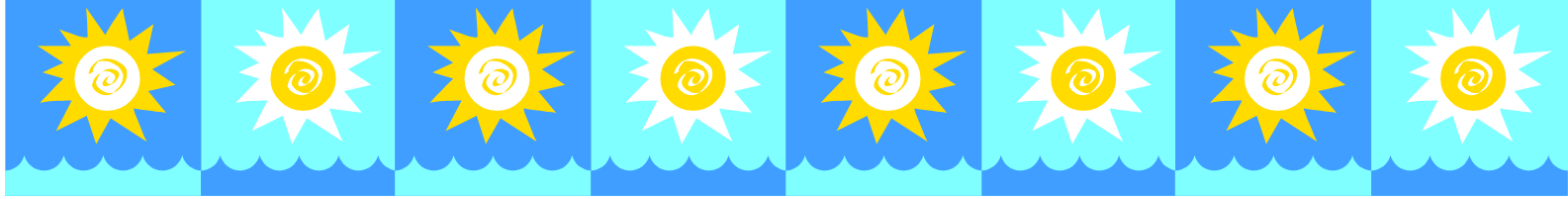


May



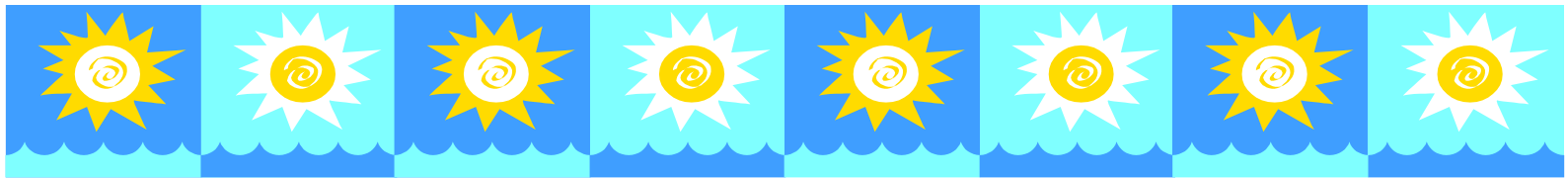
Check-Out Information





IMPORTANT:

**All residents must
check-out within 24 hours
of their last exam and
no later than 10:00 am
on Wednesday, May 16**



On Campus Housing will close by 10:00am on Wednesday, May 16

Before you leave:

- Contact the person who will be driving you home and arrange to be picked up.
- Pack ALL of your personal items.
- Arrange the furniture to the way it was when you moved in.
- CLEAN your room, throw out all trash, and make any donations to FreeNew.



MicroFridge Rentals Pick-Up

When: Friday May 11

10am-Noon: Fort Awesome & Outback
(in front of Fort Awesome)

1:30-4pm: Big Haus, Crossroads, Farside
(in front of Crossroads)

3-4pm: All Apartments
(To be done by van)



EXPRESS Check-Out Details

All residents are required to use the EXPRESS check-out system.

Here is what you'll need to do!

1. Pick up an EXPRESS check-out envelope from your RC's office.
2. Pack all your belongings, CLEAN the room and remove ALL personal items. The room MUST be empty (of your belongings) before you check-out.
3. Fill out the express check out envelope.
4. LOCK your door and place your key(s) inside the envelope.
5. Seal the envelope.
6. Tear the yellow copy for your record (save just in case).
7. Return the EXPRESS check-out envelope to the office with a staff member. After hours, the envelopes can be dropped in the mail slot outside your RC's office.

DO NOT leave the completed envelope in your room or with your roommates!!!!

Don't Forget!

Start packing now!

Don't get caught in a last minute rush. Start to collect boxes and create a cleaning schedule with your roommate(s).



The Most Common Billing Charges

- Trash removal
- General cleaning
- Lost keys
- Community damages
- Removal of personal property
- Improper or late check-out

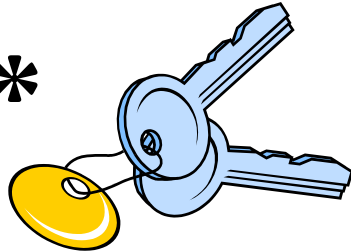
PASS IT ON WITH FREENEW

- The FreeNew units can be found in the apartment parking lots (Alumni, Olde and Commons) and behind Big Haus.
- **They'll accept anything that is clean, fully functioning, and useable! FreeNew DOES NOT accept clothes, linen, food, or undergarments.**
- FreeNew will be operating from May 11 to May 18:
 - Friday May 11th: All Locations 2-6pm
 - Saturday May 12th: All Locations 12-6pm
 - Monday May 14th: Big Haus 12-6pm
 - Tuesday May 15th: All Locations 12-8pm
 - Wednesday May 16th: All Locations 8am-12pm
 - Friday May 18th: Apartments 3-11pm
- Do not leave items outside the units, always donate while a volunteer is there.



SAMPLE Damage Billing Charges

Lost Keys*



Single room = \$90

Double/Triple room = \$90

Two bedroom suite = \$155

Three bedroom suite = \$205

Four bedroom suite = \$270

*Does not include exterior key

Blinds/Screens

Replace blinds (sm) = \$50

Replace blinds (lg) = \$80

Replace screen (sm) = \$50

Replace screen (lg) = \$100

Furniture

Remove non-SUNY furniture (sm) = \$50

Remove non-SUNY furniture (lg) = \$100

Replace wood desk chair = \$230

Replace dresser = \$375

Replace mattress = \$150

Cleaning

Bathroom = \$50

Bedroom = \$50 per occupant

Trash Removal = \$25 per bag

Smoke – Bedroom = \$200

Non-Registered Pet – Bedroom = \$200

Visit the Purchase website for full estimated costs:

<https://www.purchase.edu/live/files/1858-damage-billing-costs-2017-2018pdf>

Housing for Fall 2018

While we certainly hope you will remain in on-campus housing, we want to remind you of important dates in the event your plans have changed.

- I. IF YOU PAID A DEPOSIT AND SELECTED HOUSING FOR FALL 2018** – if you will NOT be returning to on-campus housing for ANY reason for the fall semester, please email CEG@purchase.edu.
2. Returning campus residents must be **enrolled for 8 or more credits for the Fall 2018 semester by June 8, 2018.** Campus residents who are not registered for classes, with 8 or more credits, by this date will lose their fall/spring housing assignment and will be refunded their housing deposit.

As a reminder, you must be enrolled as a full-time student (12 or more credits) by the start of the semester to maintain your eligibility to live on campus.

Please contact the Office of Community Engagement at 914-251-6320 if you have questions.

Housing Cancellation and Deadline Reminders

Housing Cancellation and Deadlines:

If you are no longer interested in living on campus during the 2018-2019 academic year, please contact our office immediately. As a reminder, the date to withdraw from campus housing without any financial liability is prior to **May 1, 2018**. A withdrawal up to the quarter point of the semester (September 20, 2018) allows a 50% recalculation based on your housing cost and commitment. After September 20, 2018, you are fully responsible for all of the housing charges. *Housing cancellations after May 1, 2018 result in a forfeiture of the housing deposit.*

When is Move-In Day?

Returning residents to on campus

housing can move in on

Saturday, August 25, 2018

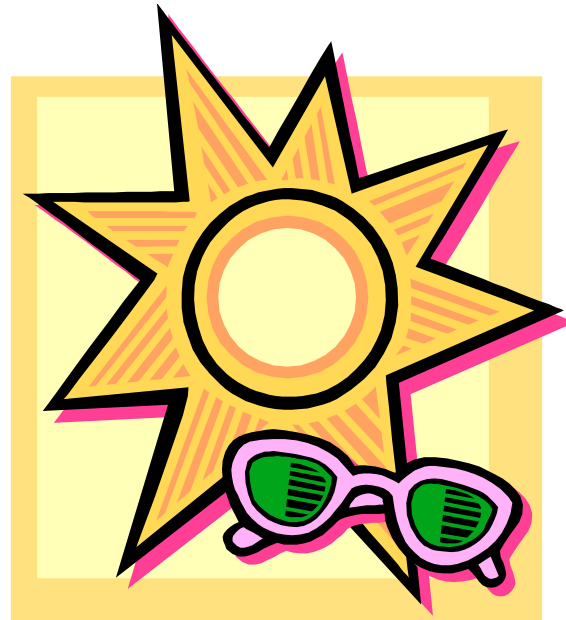
&

Sunday, August 26, 2018

You will receive more detailed information about check-in weekend via your Purchase email by the middle of August.



The Office of Community Engagement
hopes that you had an enjoyable
semester! Have a great summer!



Summer Vacation

24 Hour Quiet Hours

**24 Hour Quiet Hours begin on
Thursday, May 3 at 12 midnight
(immediately following Pancake Madness)**



Quiet hours will continue until
On-Campus Housing closes on
Wednesday, May 16, 2018.

**Respect your neighbors &
good luck on your finals!**