CLOSING INFORMATION - SPRING 2016

IMPORTANT END OF SEMESTER INFORMATION

RESIDENTS MUST VACATE by 9:00 a.m. on the day following their last final exam or by 5:00 pm on Tuesday, May 17, 2015, whichever is earlier.

Residents with class on 5/17 must register with Residential Life to remain beyond 5:00 pm. Graduates registered for commencement will be contacted regarding special check-out hours.

FINALS & PROJECTS ARE COMING UP:
24 hour quiet hours begins - Monday, 5/9 @ 8 AM
Overnight visitation ends - Monday, 5/9 @ 8 AM (Last night for overnights is Sun. 5/8)
Please be mindful that other residents will be completing projects/studying for exams through 5/17

CLOSING PROCEDURES:
1. Remove all your belongings from the room and make sure you meet with your RA to schedule the completion of your RCR*
2. Go to the “Express Check-Out” station located in the lobby of your building.
3. Swipe your ID OR click on “Check-Out Another Way” (enter last name and date of birth) and follow the prompts. Make sure you click “continue” on the last screen to insure check-out.
4. Place your key/s/key card (if applicable) in the envelope, fill out the information required on the envelope and drop it into the box (envelopes are located at each station). There is a $50.00 charge for unreturned keys.
   You’re done! Keep your ID and remember to check for discount offers to students over the summer!

   *Remember: Prior to Check-Out you must meet with your RA to complete your RCR. Failure to complete your RCR will waive your right to contest any damage charges. Residents will not have access to the room after check-out.

ROOM CONDITION:
Rooms must be left in “move-in condition” (broom swept, drawers wiped clean, floors mopped, etc.). Unwanted items and garbage must be discarded. Apartment residents are responsible for cleaning their refrigerator, stove, kitchen cabinets/sink and bath/shower/bathroom areas.

NEED TO DISPOSE OF LARGE ITEMS OR GARBAGE?
   Where: 27th Street - A dumpster is provided on 27th Street in front of Nagler Hall.
   Kaufman: Place large items in floor trash rooms.

   PLEASE NOTE: IF YOUR ROOM IS NOT left in “move-in condition”, you will be charged a cleaning fee determined by FIT's maintenance department. If items are left in rooms after you have checked out, you may be charged for summer housing.

OPTIONS FOR MOVING OUT OF THE RESIDENCE HALLS:
Residents who live within driving distance should consider moving their possessions on the weekend of May 7th. If you are not within driving distance, consider shipping your belongings home.
SHIPPING – MAKE IT EASY ON YOURSELF:

Consider packing and shipping items before finals and term projects. Here are some suggestions:
U.S. Post Office (open daily), located at 33rd and 8th Ave. Call for hours of operation @ 212-330-3296
UPS Store – near Penn Station-1 Pennsylvania Plaza: Call for hours of operation @212-290-8009

CART/BIN AVAILABILITY - ROLL ON OUT:

As a service to our students we are providing carts/bins to assist with your move out.
See schedule below for times and locations:

**Weekends: May 7th, May 8th and May 14th & May 15th**
12:00 pm- 5:00 pm- Alumni Workroom and Kaufman Hall lobbies
6:00pm to 11:30pm - RAs on duty

**Weekdays: beginning May 9th**
9:30am to 4:30pm - Residential Life Offices (Alumni/Kaufman)
6:00pm to 11:30pm - RAs on duty

Residents are responsible for loss or damage to carts/bins. Residents are responsible for loss or
damage to carts/bins. Failure to return cart/bin may result in a $200.00 fine. To minimize rental time,
we suggest that you sign begin the rental when you’re completely packed and ready to move - return it
as soon as possible.

There are a limited number of carts and bins. Bringing your own will expedite move out.

*PLEASE NOTE: NYC police will ticket and tow unattended cars*

NEED TO FORWARD YOUR MAIL?

Two weeks prior to departure:
- Contact individuals, companies and subscriptions with your forwarding address.
- Supply the mailroom with enough forwarding labels (8 ½ x 11 sheet) to last for 30 days. Once labels
  are used, all mail will be returned to sender. Mail is forwarded for a maximum of 30 days.

USE IT OR LOSE IT - MEAL PLAN INFORMATION:

Reminder: Meal plan/declining dollars must be used or they will be lost. Plan accordingly. Use this
opportunity to stock up on items you can use this summer or treat friends to pizza, etc. but use it up!
Want to know the amount remaining on your declining balance? Visit FIT Dining Services - Service
Window (A Building-dining hall).

Check postings for dining schedule

Please share this information with parents/guardians.