



April 2018

Year End Residence Hall Checkout Information

Dear Parent or Guardian:

Thank you for choosing Student Housing for your student. It has been a successful year and we trust that your student has had a positive experience. As we all prepare for the close of the academic year and the beginning of summer, we are providing you with information to assist with this transition. We thought it would be helpful to send you a reminder regarding the official closing of the residence halls and to provide you with information as to what your student needs to do in order to avoid any cleaning, damage or improper checkout charges. Additionally, we are sending your student detailed instructions on how to properly checkout of their residence hall room.

Spring closing is an important time for Student Housing. This is the beginning of a time when we prepare our facilities for maintenance and custodial work as well as for the summer conference season. Many of our buildings will be housing summer guests, such as Orientation, Special Olympics, academic groups and various sports camps visiting the campus. These activities provide a service to our campus and community constituents as well as help lower our rates during the academic year.

Please refer to *The Student Shall* section 5H of the 2017-18 Residence Hall Contract Terms, Conditions, and Regulations. To ensure a smooth transition from the academic year to the summer, we require students to vacate their space 24 hours after completing their last final exam or **no later than 11:00 pm on Thursday, June 14th, whichever comes first**. You may have seen the original checkout deadline of 7pm but we extended this time to accommodate students/family impacted by one of the late final exam times. Please use the coming weeks to help your student manage their time and strategize their packing and travel needs to meet the checkout deadline.

If your student needs an exception to this checkout time, your student **must** return a completed "Academic Year Extension Request" form via email to housingextension@ucdavis.edu **no later than 5pm, Monday, May 28th, 2018**. This form is located on the Student Housing Website. Typically, only those students who are involved in commencement exercises or have documentation showing a challenging Thursday final exam schedule (current class schedule and corresponding finals schedule) on June 15th are given an exception. Exceptions are not guaranteed and are approved at the discretion of Student Housing. Approved extensions are subject to a nightly fee.

To avoid being charged an improper checkout fee of \$75.00, your student must return the room to its original condition. Additional cleaning and maintenance charges may be billed if your student's room has damage and/or cleanliness issues. Below is a checklist of action items.

- Remove all personal belongings & make sure to check all drawers, closets and hooks for belongings
- Vacuum all floors & dispose of all trash and recyclables
- Return room furniture to the configuration in which you found it when you moved in, but do not de-loft or de-bunk any beds
- Turn off all lights, heating, and air conditioning & lock all windows and doors
- Bicycles must be taken home or stored with TAPS (Transportation and Parking Services)
- Return the room key (if applicable) in the envelope provided by Student Housing. Residents that fail to return their room key will be charged \$50.00 to pay for a lock change.

In addition, we hope to make the move-out process as easy as possible for everyone. To assist with this, we have created a web link that will have information on parking, loading zones and updates that are unique to your student's building. Your student will also be notified of any updates as we near the end of their first year with us. Please visit <http://housing.ucdavis.edu/current/movingout> on a regular basis to review these updates. We appreciate you assisting your student to ensure these steps are followed. It has been our pleasure to have your student reside with us over the past year. Please do not hesitate to contact Student Housing if you have any questions.

Best wishes,

Branden M. Petitt
Director, UC Davis, Student Housing and Dining Services