

RESIDENCE HALL MOVE-OUT GUIDELINES

- PAYMENTS**
Ensure your Semester Housing Balance is paid in full. For questions regarding your balance, you may contact the Office of Student Financial Services at SFS@swbts.edu.
- CLEANING PROCEDURES**
You must ensure your Residence Hall room is thoroughly cleaned including the floor, sink, and window blinds. Be sure to discard all trash and unwanted items in the dumpsters provided for you next to the Residence Hall. Do not leave any items beside the dumpster or in your unit.
- PERSONAL BELONGINGS**
ALL personal belongings must be removed from your room and the entire residence hall on your move out date. Any items left behind will be discarded. This includes personal furniture items, clothing, books, food, etc.
- OUTDOOR ITEMS**
All bicycles or any other outdoor items must be removed upon Move-Out. Any items left behind will be discarded.
- MAIL**
Complete a Mail Forward Form with the Campus Post Office to ensure you continue to receive mail at your new address.
- RETURNING ALL KEY(S)**
All keys must be returned to your RA during your Check-Out appointment. You must sign up for a Check-Out appointment with your RA withing 24 hours of your last final.
- MOVE-OUT NOTICE FORM**
All students must complete a Move-Out Notice form, along with returning their keys to the Housing Office. The form will acknowledge that all cleaning procedures have been completed and all personal items have been removed.
- FEES**
Failure to properly Move-out/Check-Out may result in forfeiture of your housing deposit and additional fees charged to your student account.

FOR QUESTIONS REGARDING ANY OF THE GUIDELINES ABOVE, PLEASE CONTACT THE OFFICE OF RESIDENCE LIFE AND HOUSING AT: rlh@swbts.edu.