



Proper Checkout Procedures

(Checkout deadline Saturday, December 12, 2009 @ noon)

NEW...Get a headstart on checkout. Complete the online housing survey now:

<http://housing.louisiana.edu> and present your residence hall staff with a confirmation printout.

This **MUST** be completed to successfully check out.

Check-out Procedure:

• **If leaving storage:**

- There is no charge for storage but you must return the room key to the hall staff.
- Sign up to check out with your residence hall counselor during one of his/her designated time slots.
- Check out immediately after your last final exam.
- For security reasons, it is recommended that all valuables (such as TV's, computers, etc.) be locked in the closet with a personal padlock or brought home. The University is not responsible for the safety or storage of items left by students in the room or hall.
- Refrigerators must be emptied, unplugged, and left open. All food must be removed from room. All trash must be removed from room and trash cans must be emptied and cleaned.
- Sweep your floor and empty your trash can. Your room should be in the same condition as when you checked into the room.
- Failure to return to the residence hall for the Spring semester, will result in the university disposing of abandoned items 48 hours after Spring check-in, a disposal fee of \$200, and full Spring room and board charges.
- Return your room key **personally** to the residence hall staff.

• **If staying the Fall break:**

- There is a \$175 charge for break that must be paid by November 25.
- Notify hall staff you are staying the Fall break.

• **If not staying on campus for the Spring semester:** (given an approved contract release from the Housing Office)

- Sign up to check out with your residence hall counselor during one of his/her designated time slots.
- Check out immediately after your last final exam.
- Sweep your floor and empty your trash can. Your room should be in the same condition as when you checked into the room.
- Make sure all of your belongings have been removed from the room.
- Return your room key **personally** to the residence hall staff.
- Any problems or damages to the room are considered infractions and you will be charged for the damages accordingly. Any balance due will prevent registration for upcoming semesters.

