



Santa Clara University

Important Information Regarding Residence Hall Closing – June 2009

CLOSING THE HALLS...

Important Dates:

• **Thursday, June 11th, 9pm**– All Residence Halls Close!

• **Friday, June 12th, 10am** – Residents with finals on Thursday, June 11th after 1:30pm may request an extension to remain in their rooms until this time. Resident **MUST** fill out an extension request form—see CF, hall service desk or Housing office.

• **Sunday, June 14th, 2pm**– All graduating seniors and summer school students with on-campus housing will receive an extension to remain in their rooms until this time.

September Move-In:

For those of you with students returning to the residence halls for the 2009-2010 academic year:

Saturday, Sept. 19th
– Freshmen Move-In Day

Sunday, Sept. 20th–
Returning Student Move-In Day

2009 – 2010 Cancellation Info:

Students received reminders in April regarding cancellation of next year's housing contract. If your student no longer plans to live on campus, he/she should send an email to housing@scu.edu and include his/her campus ID number. Notifications received by 5pm on Friday, May 1st will have the full \$250 housing deposit refunded. Cancellations received between May 2nd — June 30th will result in a forfeiture of the deposit plus a \$300 cancellation fee. The cancellation fee will continue to increase as the fall term approaches. Please refer to the 2009-2010 Housing Contract for additional information.

Moving Out How-To's...

It's that time of year again when we start to prepare for the Residence Halls at Santa Clara University to close for the summer. In an effort to help you and your student easily complete the moving out process, we thought we would send you some preliminary information about the June Residence Hall closing.

Your student will be receiving this information in much more detail at the end of May; so please ask them for further information. All of the important dates are listed on the left side of this document.

All residents are expected to move out of their Residence Hall 24 hours after their last final, or by Thursday, June 11th at 9pm, whichever of the two comes first.

In order to move out, your

student must do the following:

- Sign up for a 20 minute check-out appointment with his/her CF. Sign-ups will be available Monday, June 2nd.
- Have all personal belongings completely out of the room, BEFORE the time of the check-out appointment. This means everything, including personal furniture, carpet, etc.
- Make sure the room is clean and how it was found when he/she moved in (walls should not be painted to cover holes, etc.).
- If something is broken in the room, it would be helpful for your student to report this prior to moving out.

Residents may be fined for

the following:

Community damages—hall vandalism charges

Improper checkouts—not showing up for the checkout on time, not turning in keys, carpet and personal furniture not removed from the room

Room damage—holes, tape marks, broken/defaced furniture etc.

Any questions should be directed to the CF, or Resident Director of the hall.

Please also encourage your student to check his/her Bursar's account in July to make sure he/she has completely closed out their June bill.

Thank you in advance for your assistance with this process – we know moving out is time consuming for you and your student.

Shipping & Storage

Bronco Student Services has partnered with Door to Door Storage to facilitate a smooth transition out of the residence halls this June. Students can rent storage containers for the summer which will be delivered to campus during finals week and returned to campus on move-in weekend in September. Students can also store items box by box.

All costs are based upon size/amount of items stored.

For more information, visit www.broncoss.com or email brancoservices@gmail.com

Bronco Student Services is the ONLY storage/moving company authorized to place storage containers on campus.

Storage containers from other unauthorized vendors will be towed off campus at the expense of the student.



Housing Office
Santa Clara University
500 El Camino Real
Santa Clara, CA 95053