

SANTA CLARA UNIVERSITY

RESIDENCE HALL CHECK-OUT

Students checking out Mid-Year must have an approved Room Change or Contract Cancellation from the Housing Office to receive a refund or billing adjustment.

Residents are expected to complete the following check-out procedures before moving out of their assigned space on campus. Failure to complete any of the items below may result in assessment of charges or improper check-out fines. Residents have 24 business hours to decline their room change by responding to the room change confirmation email.

Check-Out

- ☐ All beds must be reset to the middle position in order to avoid incurring a \$200 fee.
- ☐ All of your furniture must be reset to the move-in configuration.
- ☐ Thoroughly clean your assigned space. All areas should be clear of any trash, debris, etc.
- ☐ Remove all mounting hooks, squares, and putty, making sure walls are clean and free of any marks or residue.
- ☐ Remove all food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- ☐ Mico-Fridge rental units must be cleaned out, defrosted & left in your room for pickup, unless you are moving to a different space on campus. Students must contact Collegiate Concepts to return their rental unit.
- ☐ Empty and thoroughly clean your bathroom (if applicable) including cabinets and shelves.
- ☐ Empty and thoroughly clean your vanity and sink, running water to ensure drains are free of food debris.
- ☐ Sweep and/or vacuum your floors.
- ☐ Turn off all faucets.
- ☐ Turn off heater/AC/vents, unless you have a roommate who is remaining in the space.
- ☐ Close and lock your windows, close your blinds, and turn off all lights, unless you have a roommate who is remaining in the space.
- ☐ All personal belongings must be removed from your space and the building. The University assumes no responsibility for property left after residents vacate Housing. The Housing Office reserves the right to remove and/or store possessions left on the premises after residents vacate Housing at the resident's expense.
- ☐ After you have completely moved out of your assigned space, log into the Housing Portal via eCampus to complete the electronic Check Out Agreement. Once you have completed the check-out process, you are no longer authorized to occupy the space.

Room Changes

- ☐ Students checking in to a new space will have access added to their ACCESS card or Digital card per the dates outlined in their Room Change Request confirmation.
- ☐ Housing recommends that you fill out a Room Inventory Inspection within 72 hours of moving into your new space. You are limited to 20 minutes to complete the form once you've opened it

Charges & Adjustments

- ☐ If you are assessed damage or cleaning charges, they will appear on your student account per the next billing cycle.
- ☐ If applicable, Housing Billing reversals and adjustments will be processed and appear on your student account only after you have submitted your Check-Out Agreement and have vacated your space.

If you have any questions or concerns about the check-out process, please contact Housing at 408-554-4900 or Housing@scu.edu