

End of Year Closing Information

All residence halls close for the summer at 8:00 PM on Tuesday, May 19. **All students are expected to vacate their room within 24 hours of their last exam or by 8:00 PM on May 19, whichever comes first.** Any student who is not able to vacate by these times should contact their Residence Director. Please note that exceptions are rare and are for only extreme circumstances.

In an effort to make your check-out smoother and more efficient, we highly recommend you bring items home during the weekend of May 8-10. This will help with traffic congestion in and around your residence hall as well as waiting in line to return your key.

Keys

All students need to report to their assigned Area Office below to turn in all keys (room, bathroom, mailbox). Any key not returned will result in a charge up to \$50 for a lock change. Lock change charges for the College Houses will depend on how many cylinders the lock has and how many keys need to be made.

All offices will be open during their normal operating times until **8 PM on Tuesday, May 19** unless otherwise noted:

Travers/Wolfe

ABE, Centennial, Eickhoff, New Res, Decker, Cromwell

Townhouse South, East, West

Apartments, College Houses

T/W Area Office (Wolfe)

SYE Area Office (Allen) *

Townhouse Area Office (South)

Apartment Area Office (Hausdoerffer)

**** Residents can check out in SYE Area Office until 8:00 AM on Friday, May 15. After that time, residents must go to the ABE Drawing Room for check out.***

Check Out Guidelines

- Rearrange the furniture as you originally found it in August which includes bunking or debunking the beds.
- To avoid cleaning fees, your room must be left in broom swept condition. All trash is to be removed and all drawers, closets, and sink cabinets are to be cleaned. All bathrooms in Cromwell, New Residence, Decker, Eickhoff, Townhouses, Apartments, and College Houses must be **thoroughly** cleaned.
- Apartment residents must discard all items from the fridge which must be **thoroughly** cleaned.
- Remove all items from walls, doors, and windows (posters, tape, stickers, hooks, mirrors, etc.).
- Make sure you bring all personal belongings home. Anything left behind is not the responsibility of The College and will be discarded. The room could also be assessed as dirty and incur additional charges.
- Close and lock your windows, turn off the lights and lock your room door.

Important Reminders

- 24 Hour Quiet Hours begin at 11 PM on Friday, May 8 and are in effect until Tuesday, May 19 at 8 PM.
- All meal plan points will expire at the end of the day on May 19. To make sure leftover points are not forfeited, take advantage of Sodexo's Case Sale! Specific information was attached in the closing e-mail you received.
- Students with a MicroFridge will receive a separate e-mail with information on the process of the company picking up the unit.
- Large, 30-yard dumpsters will be delivered outside each residence hall/area by May 4. Please start to bring any and all trash to the dumpsters instead of the trash room.
- All personal furniture, carpet, and other materials of this nature should be removed before your last day in residence. These items can only be thrown away in the dumpsters. Students can be fined for large trash items left in the hallways, stairways, or the smaller dumpsters.
- Plastic bags will be delivered to all Area and Hall Offices for you to put debris in. College Houses residents are to deposit trash in the appropriate trash container outside.
- If there are any repairs required in your rooms (except College Houses), please use the on-line work order system located at <http://fas.pages.tcnj.edu/workorder>. College Houses requests should be reported to TSC Corp at x3312.

Billing Information

Please accept this as a preliminary notice that you will be billed for common area damages that occurred in your residence hall. This also includes any shared spaces within a suite or apartment. The bill for these and other damages will be sent to you via TCNJ e-mail around mid June. This is in accordance with the Annual Residence Hall and Dining Service Contract that outlines student expectations for residence hall room and common area damages.

Dining Schedule for Tuesday, May 19

BSC	7:00am - 9:00pm
Food Court	7:00am - 3:00pm
RAT	11:00am - 3:00pm
Fresh Pride Café	Closed
KinetiCart	7:30am - 2:30pm
EK	7:00am - 4:00pm
1855	11:30am - 2:00pm
Education Café	9:00am - 3:00pm
Library Café	7:30am - 7:00pm
C-store	10:00am - 5pm
T/W	Closed