



## BEFORE YOU LEAVE FOR BREAK

You are to perform the following actions:

- Any trash must be taken to the trash area for your building and not left in hallways, rooms, or next to trash cans.
- Remove items from your room that may spoil.
- Take your ESA or fish home with you.
- Unplug everything. (If you have a minifridge, please plan accordingly and defrost it 48 hours prior to leaving campus.)
- Secure personal belongings. Because of the potential for maintenance concerns, ensure you do not leave anything on the floor.
- Lock windows and close blinds.
- Leave heat on 70 degrees if applicable.
- Turn off lights.
- Lock doors.
- Turn in your room key to hall staff.
- Make sure you have any items that you need as you will not be able to re-enter your room until the set return dates in January.

Health and safety checks will be completed at the end of the semester and any items confiscated at this time will not be returned. Conduct meetings for confiscated items will occur at the beginning of the Spring 2025 semester. \*\* Returning students will turn in their room key before leaving this year. \*\*

## FOR THOSE CHECKING OUT (RELEASING HOUSING CONTRACT):

As soon as possible, students not returning for the Spring 2025 semester need to submit a request for a release from contract by emailing [housing@mga.edu](mailto:housing@mga.edu). Students who are approved for a release for Spring 2025 must fully check out of their assigned space with a hall staff member by Wednesday, December 11th, 2024 at 10pm. Please see communication from your specific RLC on the checkout procedures for your residence hall. Failure to check out will result in a \$100 improper check out fee being assessed to their student account. Failure to return any assigned keys will result in a \$55 charge being assessed for each non-returned key to their student account (\$110 for University Pointe). Any space that is determined to be vacant for the Spring 2025 semester will be assigned to a new incoming student.

***Please remember that the deadline to apply for a release for Spring 2025 is December 10th. Students who request a release after December 10th will be charged a late cancellation fee of \$500 if release is granted.***

Any students checking out should perform the following actions as well:

- Remove everything from the room including all trash and recyclables, except college-provided items.
  - The furniture listed on your room inspection card is assigned specifically to that room. This specific furniture is to be in the room at check-out.
- Clean the room and its furnishings. This includes sweeping, dusting, and mopping.
- If the room is not cleaned properly, you and your roommate(s) could be charged. If there is damage to your room or furniture, it may have to be assessed at a later date. If so, this charge will be posted to your student account.

## RETURNING IN JANUARY

Students returning to campus in January 2025 may move back into their assigned residence hall space beginning Sunday, January 5th. Please remember that Wednesday the 8th is the first day of classes.

***Please note that students must be registered for Spring 2025 classes by Wednesday, December 11th in order to secure their housing assignment for Spring 2025. Students who are not registered for classes by the deadline may have their housing assignment canceled and will have to fully move-out by Wednesday, December 11th when the halls close for Winter Break.***