Common Charges To Avoid

- Found on campus without permission: $100 per day plus judicial action
- Improper (or late) check-out: $150
- Keys not returned at check-out: $150 (minimum) per key to re-core each lock
- Additional cleaning required (room): $50 minimum
- Additional cleaning required (apartment): $150 minimum
- Missing trashcan: $25 per item
- Missing college desk chair: $100 per chair
- Missing college furniture: $50 fine plus replacement cost
- Trash removal fee: $50 per bag/item
- Personal furniture removal: $100 per item
- Adhesive cleaning/removal: $25 per bag/item
- Wall painting: $80 per standard wall (minimum)
- Apartment painting (common areas): $500 minimum
- Patch/paint holes: $50 minimum

Students may appeal charges if they have completed a CA Check-out.

Those choosing to complete an Express Check-out are not permitted to appeal any charges.

*The minimum replacement cost begins at $150 for the less expensive items, going upwards to $1200 for more expensive items.

Information for Seniors Only

For graduating seniors, College residences will close following Commencement at 7:00 p.m. on Saturday, May 20, 2017.

Mail
Only graduating students and others not returning to campus should return their US Post Office Box key to the Gambier Post Office; if they are closed, students can drop the key in an outgoing mail slot at the Gambier Post Office. It is not necessary to complete a mail forward order at the Post Office because beginning Monday, May 22, Kenyon College’s Printing & Mail Services will initiate the forwarding of all graduates’ mail (which will be in effect for 90 days after graduation). If your home address has changed in the last period, please e-mail knightm@kenyon.edu with the details (even if you have updated it with the Registrar). Seniors should settle all accounts with area businesses and banks or leave a forwarding address with each, and they should be proactive to avoid late charges, credit problems, or related issues.

Checking Out
Since a senior’s Community Advisor will not be available at the time of check-out following Commencement, if a senior would like to use the CA check-out method, he or she should e-mail reslife@kenyon.edu NO LATER THAN FRIDAY, MAY 19 at 3 p.m. to set up an appointment to be checked-out; information included in the message should be the location (residence and room number) and time of requested check-out. The time of check-out should be the actual time that the student is checking out, so students should be ready to lock the door at that time and provide their key to the CA. Apartment-mates should attempt to check-out together (at the same time), when possible. Seniors wishing to use the Express check-out method should bring their residential key(s) to Gund Commons or the Kenyon Bookstore and complete an Express Check-out form found there when they are ready to leave campus (before 7:00 p.m.).

Packing When Moving Out
Students should inform family members that there will be thirty minute parking/loading zones following Commencement. Once a car is parked, the car should be moved, and then the student should go back to their room to clean and finally check-out.

College residences close at Noon on Saturday, May 13th for all non-seniors.

All junior, sophomore, and first-year students must be moved/checked-out of their College residence no later than Noon; after this time, an improper/late check-out charge of $150 will be assessed for any students checking-out. After this date and time, a fine of $100 per day (plus judicial action) will be assessed for anyone found on campus without express written permission from the Office of Residential Life.

Closing information for graduating seniors can be found on the back of this document.
Cleaning

Students will need to clean their room/apartment (including any shared common spaces) and remove their belongings before checking out. Charges will be assessed for any excess cleaning needed. Some cleaning materials will be provided to each residential area for students to utilize in cleaning their space. Please contact your CA for cleaning supplies. Residences will be inspected thoroughly after each student has left. Any excessive cleaning charges or damages will be billed to a student’s account; roommates share the responsibility of these charges unless someone agrees to take full responsibility. Students should talk it over with their roommates to avoid being charged for extra cleaning because a roommate said he or she would take care of something but forgot.

To avoid writing a check for cleaning charges, be sure to follow the checklist of steps below before moving out of your room.

- Return any dining hall dishes to Peirce Hall.
- Cleanly remove all tape, stickers, adhesive tape, etc. from walls, doors, ceilings, mirrors, and windows.
- Clean off writing on doors, walls, desks, dressers, or chairs. Wash all furniture surfaces - chairs, desks, dressers, window sills, etc. This means there should be no stains, black smudges, tape, or sticky spots left.
- Place all furniture in the room, in its original place and condition. Un-bunk/Un-loft all beds.
- Bring all of your trash to an outside dumpster. Do not sweep garbage into the hallway. Each resident will be billed for garbage or items left in the hallway, bathroom, or other common spaces if the responsible person(s) is unknown.
- Bring recycling items to hall recycling area.
- Clean out and wash garbage bins. Use a rag to wash it.
- Sweep entire room floor. No dust bunnies or dirt should be left behind or under furniture.
- Empty all drawers and wipe out all dirt.
- If you have a rented micro-fridge, unplug, defrost, and clean it thoroughly, leaving it in the room for the company to retrieve it.
- Remove all personal belongings.
- Turn out all lights.
- Close and lock windows and doors before leaving.

List

Time-saver: Make a plan (before finals) for your storage, shipping, & cleaning needs so you have enough time to make preparations.

Money-saver: Every residential key assigned to you must be turned in during the check-out process (right before leaving campus).

Two checkout options:

#1: CA checkout method

Each Community Advisor (CA) will have their schedule for Finals Week posted outside their door for this method of checking out; students must sign up 24 HOURS IN ADVANCE of the requested check-out time, which is the actual time of departure from campus of the resident (the door is locked and the key is taken following checkout). When the check-out time arrives, the CA will have the resident’s Room Condition Report (RCR) to record the condition of the room and all college property. The purpose of this process is to ensure that the room is in the same/good condition at the time of checkout as it was when checking in; applicable damages will be noted. The CA Checkout also ensures that the resident is present to have a conversation about any possible issues with their room, but CAs are not the final decision-maker regarding charges. By using the CA Checkout method, students may appeal any disputed charges assessed to their student account.

#2: Express checkout method

Residents who wish to expedite the checkout process may choose to use an Express Checkout packet. This packet includes an envelope for the resident’s keys and a form for the resident to complete important information. **Students wishing to use the express checkout method waive their right to appeal any charges/damages found in their room. The Express Checkout packets can be found in Gund Commons (either in the Office of Residential Life when open, or if closed, by the drop-box at the top of the stairs).** The entire Express Checkout packet MUST be dropped off to the Office of Residential Life or placed in the drop-box in Gund Commons** right before** each resident leaves campus (as the key must be turned in at this time). Students should return their door before checking-out and turning in their key. Seniors (only) may also drop off their packet at the Bookstore on May 20. **If you have lost your key(s), please remember that you still need to checkout using one of the above methods.

You’ve Got Mail!

Students should hang on to their PO Box key if they’re returning to campus!

If students are approved to be on campus for any part of the summer, or if their home address has changed in the last year, before May 10th, they should e-mail knightm@kenyon.edu with the details (even if they have already updated it with the Registrar).

Kenyon College’s Printing & Mail Services (located behind the Bookstore) will forward First Class mail to student homes, unless they are notified that a student is staying on campus. Therefore, it is not necessary to complete a mail forward order at the Post Office. Students should communicate directly with important senders so they know how to contact them.