

# **The 12 Housing Things You Need to Know**

## **To Prepare for the End of the Academic Year**

1. **Finals Week Quiet Hours.** Finals week quiet hours begin **Friday, May 4, 2018 at 11:00 PM**. With the exception of 11:00 AM to 1:00 PM and 5:00 PM to 7:00 PM, the residence halls and apartments will be in Quiet Hours mode until the end of finals week. Not all students finish finals at the same time, so please be respectful of people who are still studying after you have finished. If at any point you are asked by a member of Housing & Residence Life to lower your noise level, you must comply.
2. **The deadline for checking out of your apartment or residence hall for the end of the school year is Saturday, May 12, 2018 by 10:00am.** Students are required to check out 24-hours after their last final or by Saturday, May 12 by 10:00am, whichever comes first. **Residents of Burch, Corkery or Kennedy who are graduating may stay until Monday, May 14 at noon without filling out an extension form.**
3. **Need to check out after May 12?** Residents must apply for an extension to stay beyond the check-out deadline. Please submit an [extension request form](#) to [housing@gonzaga.edu](mailto:housing@gonzaga.edu) by Sunday, April 29, 2018. Approval and any special terms of the extension will be sent to your GU email address. Extensions can be granted for a number of reasons, including:
  - a. Graduating or have a sibling graduating
  - b. Participating in an official GU athletic competition or graduation activities in an official capacity
  - c. Transitioning to summer housing (including staff)
4. **Graduating?** First, CONGRATS! This is well deserved! Likely you'll be celebrating your accomplishment with family and friends, so we will allow you to extend your stay until Monday, May 14 at 12:00 noon without having to complete an extension form. If you want to stay a little longer, please submit an [extension request form](#).
5. **Summer Housing Available!** Gonzaga offers summer housing in Kennedy and Corkery apartments for \$190/week, so whether you're staying for one week or the whole summer, on-campus housing is available to accommodate you. You do not need to be enrolled in summer classes as long as you are registered for the 2018 fall semester. For more information, please visit the [summer housing page](#) on our website or contact our office.
6. **Have a bicycle on campus?** Please remove your bike from campus if you are leaving for the summer. Do not leave it locked to a bike rack or handrail (either inside or outside of a building) or in a bike storage area. The university does not assume any liability for bicycle related loss or damage. If you have a bike storage locker, remember to turn in your key to the Housing Office to avoid a \$35 re-key charge.
7. **Bulldog Bucks and "Block" Meals.** Bulldog Bucks roll over from semester to semester and year to year as long as the student is enrolled. Bulldog Bucks are not refunded unless the student is no longer enrolled. GRADUATING? Please spend all your Bulldog Bucks associated with your meal plan before leaving campus! If you are graduating and purchased additional Bulldog Bucks separately from a meal plan, you are able to have those refunded. Please go to Student Accounts for more information on that! "Block" meals do not carry forward so use them or lose them!

8. **Leaving on-campus housing? You will get your housing deposit back!** If you will not be living on-campus for the 2018-19 academic year or staying in summer housing, the balance of your housing deposit, after any damage charges, will be sent to your mailing address on file with the university. It is your responsibility to ensure that your mailing address is up-to-date through the Student Accounts Office. This process may take 4-6 weeks from check out.
9. **Check-Out Procedure.** Please note that failure to follow this procedure will likely result in the assessment of a \$45 improper check-out fee.
- Schedule a check-out appointment with your RA more than 24-hours in advance of your departure. Depending on the date and time of your check-out, you may be asked to use the express check-out process (see #10).
  - Return your room/apartment to the condition it was in when you moved in. This includes vacuuming, dusting, emptying the garbage, removing all of your belongings, and returning furniture to its original set-up. If you reside in a suite or apartment, you will want to coordinate the cleaning of the bathroom(s) and other common space with your suitemates or apartment-mates. Any charge for cleaning the common space in your unit will be split equally among you and your roommates. Please note the minimum charge for any additional cleaning by the university is \$25, however, it can be substantially more.
  - At the time of your check-out appointment, your scheduled RA will inspect the apartment/room with you, but that will not be the final inspection of your room. Final damage assessments will be accomplished by Residence Life once halls have closed. You will also need to return your keys at that time. Please note the minimum missing key cost is \$30.
  - If you receive a charge you feel is incorrect, there is an [appeal form](#) that you may submit. Please note that appeals will only be considered if you can provide proof that you should not be charged.
10. **Express Check-Out.** Under the express check-out process, residents complete steps 1 and 2 under “Check Out Procedures,” but in lieu of step 3 (meeting with a staff member) described above, they will receive an express check-out envelope and further instructions. When you use the Express Check-Out process, please note that you waive your right to dispute damage appeal charges. **Residents checking-out between 10:00 pm and 8:00 am are required to use the express check-out process.**
11. **No On-Campus Summer Storage.** Gonzaga University does not offer storage for your belongings over the summer. You will need to take your belongings home with you or arrange to [store your belongings off-campus](#) (some of the many options). You may not leave anything in your room beyond check-out, even if you are returning to the same room next fall.
12. **Gonzaga Give and Go.** Give your gently used household items, linens, small appliances, clothing, electronics, and furniture. A donation drop-off site will be located behind the Office of Sustainability (521 E. Sharp). The donation program will be offered May 8<sup>th</sup>-10<sup>th</sup>, from 3:00 pm-6:00 pm each day. There will be volunteers at the donation site to approve items as acceptable for donation.

**If you have any additional questions, please contact us via email ([housing@gonzaga.edu](mailto:housing@gonzaga.edu)) or by visiting our office in Crosby 201!**