

End of Year Closing Information

All residence halls close for the summer at 8:00 PM on Tuesday, May 17. **All students are expected to vacate their room within 24 hours of their last exam or by 8:00 PM on Tuesday, May 17, whichever comes first.** Any student who is not able to vacate by these times should contact Housing immediately. Please note that exceptions are rare and are only for extreme circumstances.

In an effort to make your check-out smoother and more efficient, we highly recommend you bring any non-essentials (winter clothes, last semester's books) home prior to the end of the year. 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 (locations listed below) to turn in all keys. Any key not returned will result in a lock change fine of up to \$50. You must sign your key card upon checkout as proof of returning your keys.

Unless otherwise noted, all area offices will be open during their normal operating times (8:00am to Midnight) until the residence halls close at **8:00 PM on Tuesday, May 17.**

Travers/Wolfe, Townhouses South, West, and East
Eickhoff, Decker, Cromwell, Phelps and Hausdoerffer,
ABE, Centennial, Norsworthy

Townhouse Area Office (South)
Eickhoff Area Office (Eickhoff)

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, Decker, Eickhoff, Townhouses and Apartments must be **thoroughly** cleaned. You may be held responsible even if you are not the last person to check-out.
- Townhouse and Apartment residents must discard all items from the refrigerator and clean it **thoroughly**.
- 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. Consequently, your room could be assessed as dirty and incur additional charges.
- Check the Central Mail Room and mailbox for any mail items or packages you may not have picked up. Any items left behind will be returned to sender. Mail cannot be forwarded to a new address.
- 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 6 and are in effect until Tuesday, May 17 at 8 PM.
- All meal plan points will expire at the end of the day on Tuesday, May 17. To make sure leftover points are not forfeited, take advantage of Sodexo's Case Sale! Specific information is attached in the closing email you received.
- Students who rented a microfridge or safe will receive a separate email with instructions directly from the rental company regarding pick-up.
- Large, 30-yard dumpsters will be delivered outside each residence hall/area by Friday, May 6. 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. Filled trash bags must be brought to the dumpsters.
- If any repairs are required in your rooms, please use the online work order system by using the link on today.tcnj.edu or housing.tcnj.edu.
- Trash chutes will be out of service beginning May 6, 2021. Please bring trash to dumpsters outside or utilize the trash bins in the hallway (for small sized bags only).

Billing Information

Please accept this as a preliminary notice that you will be billed for any common area damages that occurred in your residence hall. This includes shared spaces within a suite, townhouse or apartment. The bill for these and other damages will be sent to you via TCNJ email 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 end of the semester

Please refer to the Dining Services website (<https://tcnj.sodexomyway.com/dining-near-me/hours>) for more information on dining hours.

Commencement

Students participating in Commencement will have their checkout date extended to the day of their departmental ceremony. Students should leave two hours after their ceremony or by 5pm on Friday, May 20th, whichever comes first.