Oakes College

IMPORTANT MOVE-OUT INFORMATION
FOR ALL OAKES COLLEGE RESIDENTS

MOVE-OUT DEADLINE: Everyone must be moved out by **12:00 noon on Friday, June 12, 2015.** Your housing contract officially ends at this time. Seniors participating in graduation ceremonies on Saturday, students on work crew during graduation weekend, and students needing transitional housing for UCSC sponsored summer programs may be granted an extension. Students who need an extension MUST fill out a request form found at studenthousing.ucsc.edu to Requests to stay past the deadline MUST be submitted by 4 PM. on Fri. June 5. **Late extension requests may not be granted, so please observe this deadline.**

Your Neighborhood Assistant(s) will be conducting a mandatory meeting explaining the check out procedures more in detail. Please make it a point to attend this meeting. Doing so will help avoid many questions that may come up when checking out and avoid the possibility of being charged.

LAST MEAL AT THE DINING HALL: Breakfast on Friday, June 12 is the last meal the Dining Hall will serve.

CHECK OUT OPTIONS: There are two options available to residents who are checking out.

1. **Standard Check Out:** Available 9am-7pm M-Th, and 9am-12pm Fri.

2. **Express Check Out** (available any time)

   To do a Standard Check Out, make sure that all of your belongings are removed from your room and that your room/apartment is clean (apartment common areas should be cleaned by agreement with your housemates). Come to the Student Life Office between 9am-7pm. A staff member will go with you to your room to review room/apartment condition report(s) and note any damages or cleaning issues that you may be billed for. Once the staff member has checked your room, they will take your keys and return them to the Student Life Office. If you are unable to move out between 9am-7pm (9am-noon Friday, June 14th), you can do an Express Check Out.

   To use the Express Check Out option, make sure that all of your belongings are removed from your room and that your room/apartment is clean (apartment common areas should be cleaned by agreement with your housemates). Lock your door when you are ready to leave. Obtain an Express Check Out envelope from the Student Life Office (between 9am-7pm Monday-Thursday, 9am-noon Friday) or from your NA (after office hours). Complete the form on the Express Check Out envelope and return it with your keys sealed inside to the Student Life Office or to the drop box outside the Student Life Office when you are ready to leave. This option allows residents to check out at any time of the day or night prior to the checkout deadline. **Do not forget to complete the form on the envelope – if we can’t determine who turned in the keys, you may be billed for an improper checkout.**

INSPECTIONS AND BILLING: College staff will inspect all rooms and apartments. It is your responsibility along with your roommates to clean your space and return all furniture to its proper configuration. You will be billed for any cleaning or damage costs incurred by the college based on the condition of your space when you leave. Please review the checklist and billing information sheet attached with this letter carefully and complete all necessary cleaning before you check-out.

In addition, we will cancel next year's housing contracts for residents who leave their space damaged or exceptionally dirty. If you are concerned about what needs to be done or how to clean, talk to the Student Life Office staff or your CRE. They can help with suggestions.
**IMPROPER CHECK OUT:** Students who do not complete a Standard Check Out or an Express Check Out, or students who do not check out by noon on June 14th (and have not been granted an extension) will be assessed a $50.00 improper check-out on top of any cleaning or damage costs!

**MOVE OUT PARKING:** We can furnish you with a 30-minute LOADING ONLY parking pass that will allow you to temporarily park in normally unauthorized locations for the express purpose of loading your car. Pick up a parking pass at the Oakes Student Life Office when you are ready to load your car. Do not block the roadways or driveways. Vehicles in fire lanes are subject to citing/towing. Be mindful that many people will need to park close to the building for move out and do not stay longer than 30 minutes.

**QUESTIONS:** If you have any questions about moving out come to the Oakes Student Life Office or call us at (831) 459-3988.