Check-Out Procedures & Deadlines

All Florida Tech residence halls close at 12p.m. on Sunday, May 10, 2020.

- Students who are not graduating are expected to move out within 24 hours of their final scheduled exam or before 5p.m. on Saturday, May 9, 2020, whichever is earlier*.
- Graduating seniors will be required to move out no later than 12p.m. on Sunday May 10, 2020*.

*Requests for Extensions must be submitted in writing prior to the last day of regular classes, which is Wednesday, April 29, 2020.

Students are discouraged from making travel plans for after the checkout deadlines listed above. Under extenuating circumstances, if you are unable to depart by the assigned deadlines above, you may submit a request for an extension. Please keep in mind: extensions are not automatically approved nor are they guaranteed. So please contact Campus Housing as soon as you can regarding your late departure plans.
  - Any student who fails to complete their checkout by the deadline listed will be subject to housing fines (minimum of $100 late checkout) and a $50 per day charge.

What is expected upon moving out?
Students are required to return their room to the same condition as when they moved in (Bathrooms cleaned, refrigerators cleared and cleaned, moving furniture back to original positions and removing all trash). Please take all bagged garbage to the designated areas. Recyclable items are to be taken to their normal disposal locations. Any garbage or items left in your room, suite or hallway will result in a cleaning fine, either individually or as a suite depending on the location of the items found.

Residential Life & Housing staff will inspect rooms after move-out to ensure that students have done so, using the Check-in/Check-out form filled out during check in. Please note that any damages and/or needed cleaning will be charged to students’ accounts.

There are two checkout options:

1) **Traditional**: You and the ResLife staff member check over the space and make notes in relation to the condition of the room/suite on the Checkout sheet.

2) **Express**: You agree to have a ResLife staff member to check your room after your departure. If trash and/or damage is found during the inspection of your room/suite, you waive the right to appeal the corresponding charges that will be applied to your student account.

After students have removed their belongings and cleaned their room, they must complete the Housing Checkout/Key Return form. Place all of their assigned keys in the envelope and seal it. The envelopes are then placed in your community’s key drop-box. Key drop-boxes are located at each of the residence hall community (Roberts Hall, Shaw Hall, Brownlie Hall, Columbia Village building H, Mary Star of the Sea, Harris Village Farmer Hall, Southgate building D, Panther Bay Clubhouse and L3Harris Commons building).

Improper checkout – students who moves out of campus housing without notifying the Housing department and/or the Registrars office. The leaving behind of personal belongings and/or trash in the bedroom/suite.

Fees schedule:
- Improper checkout fee - $150
- Removal of belongings and/or trash - $150
- May be subject to disciplinary actions

Non-returned and lost/missing keys will result in charges added to your student account.

Fee schedule:
- Bedroom Key - $75
- Suite Key – up to $200
- Mailbox or Cabinet Key - $25

If you have any further questions please contact Campus Housing at fthousing@fit.edu.