On Saturday, May 14th, any undergraduate student that is not approved by ResLife to be on campus for Reunion and Commencement week or walking in commencement must be moved out of their residence no later than 1 p.m. All non-graduating approved students have received an email from ResLife confirming they have approval to be on campus and the date and time they have to be moved out of housing. Students that are not moved out by 1 p.m. will incur a $250 late check out fine. If a student is moving out while the office is closed, there is an after-hours key drop box located outside of North College on the High Street side of the building near the glass walkway between North and South College. There are key envelopes on the left side of the drop box for your student to place the key into before they turn it in.

Please keep the following in mind as you assist your student with the check-out process:

- If making storage plans, returning student move-in for the 2016/17 academic year is Saturday, September 3rd and Sunday, September 4th. The University is not able to approve students for early move in for storage deliveries or able to accept deliveries on behalf of the student. If students are looking for a company that will deliver Labor Day weekend, we suggest they contact Grabel Van Lines since they guarantee holiday weekend delivery. Their information and more storage options can be found here: [http://www.wesleyan.edu/physicalplant/student-storage.html](http://www.wesleyan.edu/physicalplant/student-storage.html)

- Students will be charged the late check out fine for anytime past 1 p.m. We often find that students and their families are shocked when told they will incur the fine when returning the keys shortly after 1 p.m. There isn’t a grace period for keys returned any time after the deadline.

- A student is not considered moved out until their belongings are removed from their residence and keys have been turned into ResLife. So if they turn in their keys prior to 1 p.m., but they are still moving belongings out past the deadline, they can still incur the late fee.

- Over the years, we have had students and their families who remove all their belongings but then decide to have lunch or run an errand before turning in their keys. It is best to turn in their keys to ResLife first so a late charge is not incurred.

- Your student must turn in their own keys to ResLife in person or via the after-hours drop box. Every year students volunteer to turn keys in for their friends, but turn it in late. If this happens, everyone receives a late charge. To avoid this situation, it is best to have your student complete their check out process instead of relying on others.

- If your student incurs the late fine and would like to appeal it, they must send an email appeal to reslife@wesleyan.edu by May 20th. Appeals will be reviewed by the department and decisions will be sent by May 27th. We will not accept late appeals or appeals from someone other than the student.

Please let us know if you have any questions by emailing us at resife@wesleyan.edu