

Important Check-out Information for Students Living in University Housing Who have been Suspended or Dismissed from the University

As a result of your recent suspension or dismissal from the University, you are no longer eligible to live in the residence halls or an on-campus apartment. You must check out of your residence hall room or university apartment in a timely fashion which may require special arrangements.

NOTE: NMU Offices will be closed from Thursday, December 23, 2021 through Sunday, January 2, 2022.

If you are accepting the outcome of your suspension:

- a. You will need to make arrangements to be moved out prior to 6pm on Wednesday, December 29, 2021 to avoid paying \$150 Late Contract Termination Fee plus daily room/apartment charges that may apply.
- b. You will need to contact Housing and Residence Life by phone Monday through Friday 8 AM to 5 PM at 906-227-2620 to arrange a time to check out. You must make your arrangements 48 hours in advance of arrival. If you do not check out properly with a Housing and Residence Life Office staff member a \$150 Improper Check-out Fee will be assessed.
- c. If you plan to arrive while NMU Offices are closed, **both** residence hall students and apartment tenants should contact the Woodland Park Desk at 906-227-2458 between the hours of 11 AM and 3 PM to arrange a check-out appointment. It is very important that you are present at the designated time and place due to limited access to NMU buildings during the break period.
- d. Once you have scheduled your check-out, remove all of your belongings and clean your portion of the room and bathroom or apartment for a new student to be assigned.
- e. Meet with the covering staff member to complete a Contract Termination Form, review any damages to your room for which you are responsible and return your key to them prior to leaving campus. *Your check-out will not be finalized until your roommate has had an opportunity to comment upon any noted damages and discrepancies are reconciled.*

As indicated in the correspondence pertaining to your academic status, you may appeal your academic suspension or dismissal to the Admissions and Academic Policies Committee (AAPC). If you appeal your status as it pertains to the 2022 Winter Semester, your Academic Suspension/Dismissal Appeal Form and any necessary attachments must be received in the Academic and Career Advisement Center by the end of the day, Saturday, January 1, 2022.

The AAPC appeal review meeting will take place the week of January 3-7, 2022.

If you are appealing the outcome of your suspension:

If you appeal your suspension, you will be able to keep your room or apartment until after your appeal has been considered and decided upon. If your appeal is denied, you will have 48 hours from the date you are notified to check out of your room or apartment without any daily charges during the 48-hour period. If you do not check out properly within that period, you will be charged the appropriate rental rate until you check out with a Housing and Residence Life staff member plus a \$150 Late Contract Termination Fee. If you do not arrange to check out with a staff member, you will also be charged an additional \$150 Improper Check-Out Fee.

Apartment Fees and Deadline dates for apartments:

Family Housing

Students living in a student-family apartment are responsible for rent for 30 days after giving notice to terminate their lease, plus they must pay a \$150 Termination Fee if the check-out does not occur between the first day of exam week and 5 PM on the Monday immediately following the last of the semester (per the terms of the lease). To give notice please email housing@nmu.edu. However, the Housing Office will be closed from December 23 through January 2, so during this time you will need to notify the Woodland Park desk at 906-227-2458.

Single Student Apartment Check Out.

Contact the Woodland Park desk (906/227-2458) between 11 AM and 3 PM, from Thursday, December 23, through Sunday, January 2 (Note: The Woodland Park desk will be closed Saturday, December 25 and Saturday, January 1), or the Housing and Residence Life Office (906/227-2620) between 8 AM and 5 PM on regular work days beginning on Monday, January 3. Arrangements must be made at least 48-hours in advance to have a Housing and Residence Life staff member (Community Adviser) check you out. You should arrange for the check-out meeting with your C.A. to occur after you have removed your belongings, cleaned the apartment (e.g., living room, kitchen, and bathroom), and are ready to leave.

Prior to leaving your apartment, meet with Housing and Residence Life staff member to complete a Single Student Apartment Contract Termination Form, review any damages for which you are wholly or partially responsible and return your key. *Note that the check-out process will not be complete until your roommate has had an opportunity to comment upon any reported or noted damages and any discrepancies are reconciled.*