Deadline for check out -Fall 14-15
December 23, 2014
(By 2:30pm at the latest)

CHECK-OUT PROCEDURE (AUB-Student Housing)

STEP 1: Pack all your belongings in boxes or bags (Use heavy-duty containers).
To store your fridge, you must empty, clean & unplug it 24hrs before your departure.

STEP 2: Get storage tags from the reception. Complete both parts of tags and steadily attach 1 tag per item
   Note: - Keep 2nd part of the tag with you to reclaim your items from storage at a later stage
   - If you already have old items in the store you need to re-tag them
   - You are allowed to store 5 items in total (including fridge & microwave)

STEP 3: Do not leave your packed items in the room/in the hallway/down at the reception. You need to transfer them to the storage (laborers will be only available to assist with HEAVY items) in the presence of our day staff/RA before 2:30pm only.
   Note: - The receptionist/RA needs to check that all the items are properly tagged.
   - Make sure your room is locked before you clear your room.

STEP 4: Return all the keys to the reception and sign a check-out card (keep 1 part with you as a proof that you have returned your keys).
   Note: - Loss of room keys involves a 60,000 L.L. penalty.
   - Failure to return keys/if personal items still present after the checkout date penalty charges will be done as if the room is still occupied
   - Penalty will be automatically charged in case of room vandalism/major cleanliness issue
   - Extreme/major damage may put you at risk of losing future accommodation at our residences
   - You are not allowed to use the other side of the room even if you were assigned alone to a double room category

STEP 5: Sign out on the check-out folder at the reception desk before you leave

NOTE: To take any electrical equipment/piece of furniture out of campus, you must get a form signed by building supervisor then have it countersigned by the Student Housing Office in West Hall. This must be done Monday-Friday between 8:00am- 1:00pm. This form must be submitted to the Security Officer at the gate from which you are leaving.
The University will not be responsible for any damage or loss caused to your belongings while in storage. Any item left exceeding one semester/improperly tagged will be automatically discarded