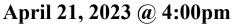
<u>GETTING YOUR MONEY BACK</u> THINGS TO KNOW WHEN MOVING OUT OF UNIVERSITY HALL

Last day of contract:

HOUSING SERVICES MAIL & KEY RETURN



If you move out on a weekend or after office hours, please:

- Leave your key in the return mailbox in the hallway
- send us an email notifying us that you have moved out
- If you are moving out Monday Friday between 9:00am 4:00pm please:
 - drop off your key in C420 Housing Office



AFTER HOURS KEY RETURN OUTSIDE HOUSING OFFICE

What needs cleaning:

Please refer to the Housing website for further move out information (www.uleth.ca/housing/moving-out)

Bedroom

- □ Remove all belongings
- \Box Close & latch the window
- \Box Wipe down surfaces
- □ Empty all drawers
- \Box Take out the garbage
- □ Vacuum the floor

Common Area

- Remove all <u>your</u> food from the fridge, freezer and cupboards
- □ Clean out kitchen cupboards where your food and dishes were stored.
- Remove all personal items from the kitchen and suite area
- □ Take out garbage

Bathroom

- □ Remove personal belongings
- □ Take out garbage
- \Box Clean the shower
- \Box Clean the toilet
- □ Wipe down surfaces
- Clean the floor
- Clean Sinks
- Clean Sinks

Cleaning fees will be assessed at **\$50.00 per hour**. Cleaning charges assessed for common areas, kitchens and bathrooms will be divided among roommates.

- □ Make sure to take all your belongings. Unclaimed items will be donated to a local charity after 30 days.
- □ Remember to close your window, turn off lights
- □ Email Housing Services (<u>housing@uleth.ca</u>) to notify you have vacated the unit.

You will be charged \$100.00 for the first night and a daily room rate commencing the second night until you notify Housing Services you have vacated the unit. If you lose your key FOB charge will be: FOB: \$75.00 Late move-out charges will apply until you report your key lost

If housekeeping needs to do additional cleaning:

As you are leaving:

If key FOB is returned late or lost:

Mail Services & Security Deposit Refund:

Housing Services is **unable** to redirect student mail.

SECURITY DEPOSIT REFUND (DIRECT DEPOSIT REFUND)

Security Deposit credits are on your student account, viewable on the Bridge. Security deposit refunds will be processed in **June** for eligible students.

For a refund please choose 1 option and forward the necessary information to <u>cash.office@uleth.ca</u>:

1.) Direct Deposit refund - please go onto your Bridge account under Student – Student Account – Direct Deposit and set up your "Accounts Payable" banking information for refund. Once this is complete, please email the Cash Office with your ID#, last 3 digits of your bank account number and a class taken last semester.

2.) Cheque refund - If you would prefer a cheque sent out, please email the Cash Office and provide your ID# and current address; ensure this address is current on your Bridge account under "Personal Information".

3.) Transfer to student account - Deposits paid for housing can also be transferred to tuition or other fees owing upon request. Please email the Cash Office with your ID# and request.

International Students returning to their country of origin

To receive your security deposit refund -The University will complete a **wire transfer** to your international bank in your home country. (IMPORTANT NOTICE - Your PERMANENT address on the Bridge, MUST match the address you provide your home bank)

Please email <u>cash.office@uleth.ca</u> with the following completed bank wire transfer request form:

See detailed instructions - Bank Wire Transfer

Complete and return to the cash office - Wire Transfer Request Form

International Students staying in Canada

Please follow instructions up above to create a Direct Deposit Refund.