

Hello Reinhardt Eagles!

I hope this email finds you well. While this isn't the way we expected or wanted the school year to end, we need to wrap up the school year and your stay in the residence halls. As the academic semester ends on Friday, May 1, we need all residential students to prepare to officially check out of the residence halls and move off campus.

Your University housing contract states that you must check-out/move-out within 24 hours of your last final exam. However, due to the impact of COVID-19, we are extending the deadline for the check-out and move-out process. As you are currently still living on campus, you need to check out and move off campus by no later than **Sunday, May 3**.

Please follow the steps below to check-out of your residence hall room and move off campus.

**Checking Out and Moving Off campus Steps outlined here:**

- Fill out this form - <https://form.jotform.com/200764858173159> which will let the Office of Residential Housing & Education know you will be moving off campus.
- E-mail [Reslife@reinhardt.edu](mailto:reslife@reinhardt.edu) with the following:
  - Name
  - ID Number
  - Date and time when you will be returning your key (there is a yellow tent outside of Gordy residence hall for key return).
- Remove all your belongings and clean your room.
- Find the tent outside of Gordy Hall and turn in your key at the date/time you emailed [reslife@reinhardt.edu](mailto:reslife@reinhardt.edu)

Remember, while you are on campus, you must abide by social distancing protocols and are advised to wear a mask and gloves.

We wish you the very best. Please know we are here should you need anything. Please email any questions you may have to the Office of Residential Housing & Education at [reslife@reinhardt.edu](mailto:reslife@reinhardt.edu) or Assistant Dean of Students, Jamie Johnston at [jmj@reinhardt.edu](mailto:jmj@reinhardt.edu)

Sincerely,

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