

Dear Traditional and Suite style residents:

I wanted to take a minute to thank each of you for living with us this year and am saddened that it is coming to a close for some of you too soon.

I know there has been a flurry of information recently and hope this brief reminder will streamline the information pertaining to Campus Housing to make things easier as you make decisions over the next few days and weeks.

- 1. We are not closing down the traditional and suite residence halls and leaving anyone without a place to stay after March 29th.**
 - a. We need every resident in a suite or traditional hall by March 29th to let us know their plans. Please log onto the Housing portal at <http://louisville.edu/housing> and after you log in choose to either cancel or seek an exception to stay.
 - b. Our hall staff will be reminding students we need to hear from them one way or another as we work to de-densify the facility to have proper social distancing per CDC guidelines.
2. A student who chooses to cancel their housing and move out of the traditional or suite residence halls will receive a pro-rated credit for their unused time in their space based on the day they check out. This includes leaving items in the room, so please remove everything.
3. When moving out, please leave the room as you found it in August. There is not a need to sweep the floor or dust, but please do put the furniture placed back where it was originally and remove all wall hangings. No personal items should be left in the room.
4. When you are ready to depart, use the express checkout envelope at your front desk to drop off your keys and verify you have left. Receiving this will signify the date you leave. Our staff at the front desk will mark the date you depart.
5. If you did not already do so prior to your departure, you must complete the cancellation form. This form must be completed prior to March 29th. Your credit will be based on when you have completed the cancellation form and you have completely moved out of your space.
6. Our staff will have leniency given the circumstances of your departure in regards to very minor damage. However, large scale damages will still incur costs. Also, the right to appeal any damage charges remain in effect.
7. Just as during move in, we will have available hand carts. When using hand carts to move-out, please be sure you wash your hands before and after use and limit the usage time to 30 minutes so others can use them as well. They can be checked out at the front desk.
8. If you are needing to stay on campus for the semester, please be patient once you have completed #1 above and remain in your room until told otherwise. We have to determine how many requests for staying we receive; then see how we can work to de-densify spaces. Some will stay in their room, some may move. All will be notified of their request to stay by March 28 if you have put in your request by the day before (March 27th).

Again, we all wish you were not faced with these difficult circumstances but want you to be reminded one last time, we will make every effort to house any of you who wish to stay past March 29th.

Sincerely,

Dr. Tom Hardy
Director, Campus Housing