WITHDRAWL FROM THE RESIDENCE HALL POLICY

Policy Statement

Students leaving the residence halls during the semester must follow check-out procedures.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding withdrawal from the residence hall after occupancy begins.

Who Needs to Know This Policy

All students of The University of Southern Mississippi community living on campus.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-res-049

Definitions

Policy/Procedures

Students leaving the residence halls during the semester are responsible for notifying both the hall staff and the Residence Life office. Students should contact and make an appointment with their resident assistant prior to leaving the residence halls. Upon checkout, students will receive a signed copy of the room condition report from the hall staff to retain for their files. Students must sign the room condition report when moving from the halls. After moving all belongings from the residence halls, the student must contact a hall staff member to complete the room condition report. Once this is completed, the hall staff will delete the student from the building, collect the
key (if applicable) and forward the deletion to the Residence Life office. This will complete the cancellation process.

Students who leave the residence halls during the semester and who do not complete both processes will not be granted refund of rent (if eligible to receive refund) and will be responsible for any damages that may occur in the room.

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**Review**

The Director of Student Housing Administration is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

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**Forms/Instructions**

N/A

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**Appendices**

N/A

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**Related Information**

N/A

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**History**

03/15/13: Formatted for template. Minor editing throughout.  
**Amendments:** Month, Day, Year – summary of changes
Authorization

WITHDRAWAL FROM THE RESIDENCE HALL POLICY
STUA-RES-049

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

Edward J. Conklin, Ph.D.
Responsible Officer

March 22, 2013
Date