



Temporary Modifications to Move Out Policies

Spring 2020

We know this has been a season of displacement and difficulty for you. We are monitoring local and national developments as we plan the move-out strategy for the end of the academic year. As you can imagine, this has not been an easy task. However, the options below are designed to accommodate your needs as much as possible while preparing for summer residents.

For those who have not left the City and are currently living in campus housing: May 11 is the scheduled check-out date. We have summer residents who start arriving in the latter half of May and we need to prepare apartments to house them. If you need extra time, please contact housing@tkc.edu and we will do our best to work with you. **Here are two options for you:**

Option #1: Move-out by May 11 (or thereabouts). Fill out the move-out sign up sheet for your building to claim your time slot.

Option #2: Sign up for summer housing. We will likely need to consolidate summer residents, so you could be asked to move into another apartment. These consolidations will happen in the second half of May. Please fill out a summer housing application through Symplicity for accommodations for the summer term. The cost of the term is \$3700 and runs till August 13, 2020.

For those who are currently outside of New York City: Here are three options for you:

Option #1: You can return to the City to collect your belongings. We have extended the move-out deadline to Friday, May 29 for those who left the City without their belongings. We hope this gives you breathing room to make travel plans, etc. In order to abide by social distancing guidelines, we need to stagger move-outs, which means we will not be able to accommodate all students on May 29. Only one student per floor may move out during a designated move-out time slot. There are three slots per day, per floor, per building (9am-12pm; 12:30pm-3:30pm; and 4pm-7pm). Fill out the move-out sign up sheet for your building to claim your slot. You can opt for any date between now and May 29 to return to NYC to get your belongings.

Option #2: If you cannot return to the City before May 29, but want to come pick up your belongings later this summer, Residence Life can have packers/movers pack your belongings and store them in empty apartments. Your belongings will be boxed up by apartment (e.g. if two roommates cannot return, we will store your items together in the same boxes). You'll need to collect your belongings by August 1 so Residence Life can prepare apartments for the Fall 2020 term.

Option #3: You may have a moving company pack and ship your belongings. Residence Life is contacting moving companies that can pack and ship your belongings to you. We will forward information to residents about the possibility. In this scenario, you would contact the company, set up the appointment, and pay for the service. You can use the move-out sign up to reserve a slot for the moving company to back up your belongings.

We recognize all three options may pose unexpected expenses for you. Those who need emergency financial assistance for booking return flights, paying for the movers, etc. may appeal for a grant from the Community Fund to offset these costs.

Note: A completed check-out involves returning all issued keys and removal of all personal belongings from your apartment. Upon move-out, your apartment should be tidy and any food left in the refrigerator or cabinets should be thrown out. If you return to the City to collect your belongings and if you have cleaning supplies, please wipe down all surfaces and sweep. Leave your full keyset on top of your desk and specify whom it belonged to. If you do not return to the City before May 29, please contact your Housing Director to set up a plan to return your keys (e.g. mailing them to the College).

Thank you for your understanding and cooperation as we continue to navigate these challenging times.