

JANE FRANKLIN HALL  
CHECK OUT PROCEDURES 2020

Check out time is 10:00 am Saturday 14th November 2020

To help make your moving out experience a positive one please take note of the following. If you have any questions please contact the Office. The Office will be open from 8.30 am on Saturday 14th November.

- If you are coming back in 2021 - Your place at College is not confirmed until a signed Residential Agreement, Code of Conduct form and Acceptance Fees have been received and all outstanding monies from 2020 have been settled. **The closing date for completion of your 2021 Application is FRIDAY 4<sup>th</sup> DECEMBER 2020.**
- Not coming back to College - All furniture and goods, including anything stored in box rooms must be removed from the College prior to your departure. Anything left behind will be discarded in due course at your cost.
- Leaving items at College - If you are returning in 2021 you may store items in labelled boxes purchased from the Jane office in Jane box rooms over the summer. Large boxes are \$10 each, with \$5 refunded and medium boxes are \$5 each with \$2.50 refunded if the boxes are returned in 2021 in a usable condition. Small fridges may be stored at the cost of \$50 per item but **MUST BE CLEANED OUT BEFORE THEY GO TO STORAGE.** Name labels will be provided with each purchased box and fridge storage payment. All storage must be organised and paid for through the office during business hours before your departure. Anything that has not been paid for will be discarded. **ANY FURNITURE YOU HAVE BROUGHT TO COLLEGE MUST BE REMOVED AND NOT HANDED ON TO RETURNING STUDENTS.**
- Bikes - if you are leaving your bike in one of the Jane bike sheds during the summer please make sure it is labelled with your name and the date of storage.
- Swap Market - A clothes and goods swap will be held in the Frances Parsons Building from the end of exams for exchange of usable items.
- Two skip bins will be placed near Horton and Asten in early November for you to dispose of any of your unwanted and unusable items. Please return College crockery and cutlery to the kitchen - **DO NOT THROW IN SKIP BINS.**
- Academic Gown - If you are leaving College, you will be eligible for a refund of up to \$50 if your academic gown is clean and in good order and returned before your departure from College.
- Late Departure - If you are unable to leave by the final check-out time and require additional accommodation, you should let the Office know ASAP.
- Room Inspection - Your room will be inspected shortly after you leave. Cleaning and repairs (above normal wear and tear) and articles missing from the Room Inventory will be charged to your account. You should read the Room Inventory Notice on the back of your door for further details. Items that have been removed from your room to storage during your occupancy must be returned before you check out. Please make sure you have cleaned and vacuumed your room and removed all rubbish before you return your keys.
- Room Deposit Refund - The College will deduct automatically and without notice any unpaid items from your Room Deposit (see Handbook). Please complete a [Refund of Room Deposit Form](#) found on the Jane website. Room Deposits are generally refunded 1 month after your departure following room inspections.
- Mattress protector - These are the property of Jane Franklin Hall. If removed a replacement fee will be charged.
- Your mail - The College undertakes to forward your mail for two months to the last address you provided, after which it will be returned to sender. This does not include parcels.
- Return Your keys and gate fob - If the Office is unattended keys should be placed in a named envelope through the mail slot in the Office door. Envelopes are available on the counter outside the office. Do not hand your keys to anyone else. You will not be deemed to have left College until your keys are returned, and Accommodation Fees will continue to accrue until the keys are checked in by the Office.

We wish you all the very best in your future endeavours if you are leaving us permanently at the end of Semester and look forward to seeing our **returning residents back at Jane on Saturday 13 February 2021.**