

**Check out is to be completed by 10:00am Saturday 11<sup>th</sup> November 2023**

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 12th November for return of keys and check out.

**If you ARE returning to Jane in 2024** The closing date for completion of your 2022 Application is Friday 1 December 2023.

- Your place at College is not confirmed until a **signed Residential Agreement, Code of Conduct form, Payment of Accommodation Fees Form and Acceptance Fees** have been received and all outstanding monies from 2023 have been settled.
- **Leaving items at College** – If you are returning in 2024 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 2024 in a usable condition.
- 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.
- **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.
- **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.

**If you are NOT returning to Jane in 2024**

- **Furniture and items** – All personal furniture and goods, including anything stored in box rooms must be removed from the College prior to your departure. **Non-College furniture must not be handed on to returning students**. Anything left behind will be discarded in due course at your cost.
- **Mattress protector** – These are the property of Jane Franklin Hall. If removed a replacement fee will be charged.
- **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, minus a \$50 Alumni Fee, are generally refunded 1 month after your departure following room inspections.
- **Academic Gown** – If you are leaving College permanently at the end of 2022, please return any hired academic gowns to the office prior to your departure otherwise you will be charged the difference between the hired gown rate (\$80) and the purchase of a new gown (\$130).
- **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.

**Other Information**

- **Two skip bins** will be placed near Horton and Asten between 1–15 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**.
- **Late Departure** – If you are unable to leave by the 10:am on Saturday 11 November or require additional accommodation, you should let the office know ASAP. Failure to leave by 10am without prior approval will incur a fee.
- **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.
- **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.**

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 24 February 2024**.

**All outstanding fees must be paid prior to departure or by prior arrangement**