I, __________________________________________________ (Name), will vacate my room located at ________________________________ (Residence Hall/Room #) on __________________________ (Date).

Please initial to agree to all statements below:

• I understand that I will be charged a $150.00 Room Cancellation Fee.* ____________ (Initials)

• I understand that I will be held financially responsible for the room and meal plan for the remainder of the contract, unless GSAS Residential Life can reassign the room.* ____________ (Initials)

• GSAS Residential Life and the GSAS Facilities Manager reserve the right to remove and dispose of all items from a room which is not vacated by 12:00 noon on the date when the room is expected to be vacated, and, that rooms left in disrepair will be charged a maintenance fee. ____________ (Initials)

• I understand that the key should be returned to Perkins #20 in the basement level of Perkins Hall. ____________ (Initials)

*Please note: Students who are withdrawing, graduating, or taking a leave of absence from the University are not charged the $150 cancellation fee, and are not held responsible for the remainder of the room and meal plan fee.

Resident’s signature and information required below:

Signature: ____________________________________________________ Date: ________________

Student ID#: _______________________________

Phone number and email where you can be reached after vacating the GSAS Residence Halls for administrative purposes:

Phone: ________________________________ Email Address: ________________________________

Reason for vacating the residence halls: __________________________________________________________

__________________________________________________________________________________________
Meal Plan Questionnaire:

Please rate your dining experience at Dudley House:

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<th>□ Excellent</th>
<th>□ Good</th>
<th>□ Fair</th>
<th>□ Poor</th>
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<tr>
<td>Quality of Food</td>
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<td>Quality of Service</td>
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<td>Staff Responsiveness to Student Needs</td>
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Comments/Suggestions:

Room Vacate Checklist:

✓ Move-out on the date indicated on this form, by 12noon. Failure to move-out by the deadline will result in late stay fines.

✓ Remove all personal furniture and belongings.

✓ Bag all trash and recycling, and place it in the appropriate receptacles. Residents will be charged a cleaning fee for rooms that are left in poor condition.

✓ Sweep or vacuum your floor.

✓ Ensure that you have left your desk lamp. Rooms with missing desk lamps will be charged $30 per lamp for replacement.

✓ Return original coded room key to Perkins Hall Basement, Room 20 (place key in door slot 24 hours a day). Envelopes are provided to the right of the Perkins 20 door. Be sure the envelope is securely sealed.

  o Failure to return your original coded key by the date indicated on this form will result in a charge of $25 on your term bill.

✓ Change your mailing address with all correspondents: credit card companies, magazines, friends and family, etc.

✓ Submit mail forwarding information to Harvard University Mail Services through their web site: http://www.hums.harvard.edu/mail-delivery/student-mail-forwarding. DO NOT fill out a U.S. Postal Service form to forward your mail.