

SUBJECT: IMPORTANT RESIDENCE HALL CLOSING INFORMATION

Residence halls close at 10:00 am on May 12th. All students except graduating seniors need to move out all of their belongings by 10:00 am on the 12th. Graduating seniors have until May 14th at 2:00 pm to move out.

Staying past move out: you must have permission to stay past move out
[EXTENDED STAY REQUEST LINK.](#)

Move Out Assistance: No move-out appointments will be necessary. You may have family/friends assist you on your move. There will be a limited number of dollies available in the lobby to assist you with the move. Please return when done using.

Storage: Bradley does not offer on campus storage of items. There are several storage facilities in the Peoria area you may contact for belongings you are unable to take home.

Move Out To-Do List:

- Remove all belongings from your dorm room. Check all drawers and closets for items.
- Fines will be assessed for items left behind and any dorm damage incurred.
- Room blinds: down for ground and 1; up for the rest
- Clean room and remove trash
- Turn off lights
- Remove any mail left in your mailbox
- Sign out with your staff member when you leave so they know you have departed from the university.

Key return:

Upon exiting campus, use the key envelope provided by your RA and return your key in the "key return slot" located in the lobby of your residence hall. If you misplace your envelope, more can be located in your residence hall lobby. **There is a \$35 fine assessed for non-returned keys.**

Not returning for the Fall:

All students not returning to Bradley need to complete an exit survey with Smith Career Center. [CLICK HERE AND SCHEDULE AN APPOINTMENT](#)

[CLICK HERE](#) to review instructions for MAIL FORWARDING and provide an address for deliveries past move-out.

Mail delivery:

Mail and package delivery to the residence halls STOPS May 12th.

Outgoing mail service will not be available in the residence halls from May 4th - 16th. Please use other locations on campus, such as the mailbox located near the Bradley bookstore or the mail room in Macmillan Hall for outgoing mail.

Summer housing: \$150/week in Williams Hall. All rooms will be used as singles and are air-conditioned. Meal plans are not offered during the summer months. No additional fee for parking. **Summer housing reservations begin May 1st online.** Reserve your spot [HERE](#).

Good luck on finals, safe travels, and congratulations on the end of the school year!