

December 23, 2020

111 Catskill Hall, 454 Delhi Drive Delhi, New York 13753 Phone: (607) 746-4630 Email: reslife@delhi.edu http://www.delhi.edu/reslife

IF YOU LIVE IN THE RESIDENCE HALLS, PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

By following the procedures outlined below you will avoid unnecessary charges to your student account.

Due to your dismissal from the College, and in accordance with the policy and procedures outlined in the 2020-2021 <u>Housing Policy Guide</u>, you must remove all of your personal belongings from your residence hall room and return your room key. *Do not arrive without making an appointment*. It is likely you will not have access to your building.

If you are NOT appealing your dismissal from college:

Please use the link at the bottom of this letter or on the Academic Dismissal webpage to make an appointment with Residence Life to pack up your belongings, remove them from the room, and return your room key. Once you make an appointment, a Residence Life staff member will contact you to confirm your appointment and provide further information and instructions. If you do not make an appointment, we cannot guarantee someone will be available to assist you when you arrive on campus.

You must remove your belongings and return your room key on Thursday, January 7; Friday, January 8; or Sunday, January 10, 2021, to avoid charges. Staff will be available between 1:00pm and 5:00pm each of these days to check you out of the Residence Hall. Should you fail to remove your belongings and return all keys by Sunday, January 10, 2021, your belongings will be packed by members of the Residence Life staff and removed from the room. A charge of \$25.00 per day to store your belongings will be charged to your student account, beginning on Monday, January 11, 2021, and you will receive an additional charge of \$88.00 for a lock change. SUNY Delhi assumes no responsibility for your belongings if we must pack them up and store them. Items not claimed or picked up by January 31, 2021 will be discarded at the discretion of the College.

If you ARE APPEALING your dismissal from college:

You will be notified by email on January 8th whether your appeal has been granted or denied. <u>Please be prepared in case your appeal is denied</u>. <u>If your appeal is denied</u>, please follow the directions above to make an appointment with Residence Life to collect your belongings on January 10, 15, or 16. You <u>must remove your belongings and return your room key by Saturday, January 16, 2021</u>, to avoid charges as outlined above. Staff will be available between 1:00pm and 5:00pm on Friday, January 15; 10:00am and 3:00pm on Sunday, January 10 and Saturday, January 16.

Thank you for your attention to this matter. If you have any questions, please contact the Office of Residence Life at ResLife@delhi.edu or 607-746-4630.

Sincerely.

Mason Fishner

Director of Residence Life

To schedule a pick up appointment go to http://www.delhi.edu/pickup and complete the online form.