

Closing & Moving Out Procedures



Tasks to Complete Before You Leave

- Close/lock window(s)
- Open shades/drapes
- Pull items away from heat sources
- Empty garbage/ remove perishables. Completely clean out refrigerators.
- Turn off lights/lock door
- Return rental textbooks
- Take home all essential personal belongings as you will not have access to your space. (Medication,

CONTACT

Location: East Hall

Phone: 508-831-5645

housing@wpi.edu



Passports, Etc.)

- **Take your WPI room key and WPI ID card with you.**
Store them in a safe place and bring back with you
when you return to campus!

End of Year Closing Procedures and Check Out

When do I need to be completely moved out?

Halls close at 5pm on Saturday, May 10, 2025.

You must be moved out within 24 hours of your last final. Your ID access will be turned off on May 10 at 5pm.

What if I need to stay late? (INCLUDING GRADUATING SENIORS)

- Extensions to stay beyond closing must be approved by the Housing & Residential Experience Center. You need to complete the summer housing application found at <https://WPI.starrezhousing.com/StarRezPortalX> by **Wednesday, April 23 at 5pm** to be approved to stay past May 10th
- *All late stay students should be prepared to be relocated depending on building needs.*
- Students requesting to stay beyond May 10, depending on circumstances MAY have to pay a charge of \$35 per day.
- Specific information about your late stay will be sent to you individually based on your residence hall.

What do I need to do before I move out?

Before you leave, please make sure to fully clean your space. Your space should be as clean as, if not cleaner, than you found it at the beginning of the year.

Please talk with your roommate(s) to ensure that the common spaces are clean, and all trash is removed before the last roommate leaves.

Key return:

- **Place your key in the envelope provided by your RA**

- **Seal envelope**
- **Leave envelope on your desk**

Can I have help moving out?

- You may have a helper assist you with move out.
- Red bins will be available in centralized locations around campus. Please return red bins to their original location when finished.

What if I need to store items over the Summer?

The Housing & Residential Experience Center has partnered with Boomerang Storage. Boomerang Storage will provide you with boxes and come to your apartment and store your items over the summer. If you are interested, we have postcards with more information for you.

[CLICK HERE](#) for Boomerang Storage!

I need to stay for summer classes, an internship, or work in the area - can I stay on campus?

We offer summer housing for WPI students. You can find more information by visiting the [Summer Housing Page](#). To apply for summer housing please visit <https://WPI.starrezhousing.com/StarRezPortalX>.

Winter Break Closing Procedures

In accordance with Section C subset 1 of the Housing and Dining contract, all Residence Halls with required residential meal plans close for the winter break at **5pm on Saturday, December 14.**

- Winter athletes will receive specific instructions from the Housing & Residential Experience Center about Winter Break Housing.
- Students who have plans that do not align with the closing date may email for the link to the "Winter Break Stay Request" form in the [housing_portal](#) under 'Forms.'

Questions? Please email the Housing & Residential Experience Center: housing@wpi.edu or if needed, please call 508-831-5645.

When should you leave?

- Within 24 hours of your last final.

When do the halls officially close?

- At 5pm on Saturday, December 14.

Do all halls close for the Winter Break?

- No, all halls with kitchen facilities will remain open during the break.
- Students living in these spaces are required to submit a "Winter Break Stay Request" that they will be staying over break, even if it is just for part of the break.
- You will be provided a link to the "Winter Break Stay Request" from the Housing & Residential Experience Center closer to the end of B term

When do the halls officially re-open?

- At 9am on the Sunday prior to the first day of C Term classes.

Damage Billing Facts

- If there is any damage in your room, suite, apartment, floor, or exterior of the hall, you may be charged. Damage is considered anything beyond normal wear and tear, that is different in your room than was originally found at the beginning of the academic year.
- If you have information on any damages that have occurred in common areas of your building, please contact the Housing & Residential Experience Center. When we are unable to discern the individual responsible for the common area damage, residents of the floor/building will be charged.
- Please be aware you will see these charges on your bill.
- Each room will be inspected by the Housing & Residential Experience Center professional staff after the buildings are vacant. If any damages are found during this inspection, you will be charged via your student account.