BSSM Student Early Move Out Policy

BSSM students agree when they apply to live on the Simpson University campus to stay for a minimum of one semester. This agreement allows Simpson University to offer a reduced room and board fee. We do understand that sometimes students, for a variety of reasons, will choose to move out prior to the end of the semester. Following are the fees and penalties for an early move out:

• **30 day written notice is required.** This notice must be sent or delivered to the Conference Services office located in Room 305 of the Owen Student Services building. The 30 days will begin on the first business day after Conference Services receives the request.

• **No refund of $100 security deposit without 30 days notice.** If check out process is not completely correctly, no deposit refund will be issued.

• **Student will be required to cover the cost of the remainder of the semester’s meal plan** ($13.00 per day or $390.00 per month for 21 meal plan; $12.00 per day or $360.00 per month for 14/10 meal plan). We have already prepaid the food service provider for the entire semester. The student may continue to eat in the Dining Center if they wish.

• **No refunds for prepaid parking fees.**

• Students are required to setup an appointment for their last day, after all of their things are packed and out of the room. We will be checking for cleanliness and damages. Students will also need to turn their room and mail keys in and provide a forwarding address on their move out day. Students must also return their I.D. card once their meal plan is completed.

Print Name__________________________________________

Signature __________________________________________ Date__________________

Please contact bssmhousing@simpsonu.edu if you have any questions.