Residence Life & Housing
COVID-19 Frequently Asked Questions
Departure From Campus

What is the process for checking out?

On-Campus residents will be required to move all belongings out and return keys by Friday, March 20, 2020 by 5pm. If you need time to remove furniture and cannot be out until the weekend you need to fill out the form to receive an extension. The form can be found here: [https://wsureslife.forms-db.com/view.php?id=72071](https://wsureslife.forms-db.com/view.php?id=72071)

*All keys will be returned to the drop box at the main Residence Life & Housing Office – the building at the end of lot #4 under the WSU water tower.* During this time we will be utilizing the gold mail slot on the front entrance door to our office building. This will ensure there is plenty of space for all keys to be returned. Each resident is responsible to return the keys assigned to them via key envelope. Key envelopes will be placed in various locations, based on community in which you live.

Where do I find a key envelope?

- Honors, Hamilton, Woods – Key envelopes will be found in your floor lounge. Please write your name, building, unit, and the date on the envelope and return to Residence Life & Housing.
  - Residents with Clickers, Fobs, and PA keys – there will be a Ziploc bag, in which you will put all of your items. If needed, PA keys can be mailed back to our office, or dropped off into the dropbox separately. Please let us know the status of your PA keys as you depart campus by emailing jill.rarick@wright.edu and ciara.newsome@wright.edu.
- Village and Forest Lane Residents can retrieve key envelopes at main housing office dropbox.
- College & University Park – key envelopes will be placed in a Ziploc and pinned to the bulletin board on your building.

How do I petition to stay in my space?

We understand it may not be possible for some students to leave residence halls/apartments for the remainder of the semester. Any student who needs to live in a residence hall (including student staff) must be pre-approved by Housing & Residence Life. You will receive e-mail notification with an approval or denial. Students can fill out the following form located here: [https://wsureslife.forms-db.com/view.php?id=72071](https://wsureslife.forms-db.com/view.php?id=72071)

How quickly will I find out if I get to stay?

Please understand that we are working as quickly as we can to plan for student departures. We will try our best to review and give notification during the same business day. However, depending on the time you fill out the form, it may not be reviewed until the following business day.

Will I receive a refund for my lost rent?

Information will be coming soon.
How do I return keys if I already left before the closure?

DO NOT return your keys if you still have items in your room. If you are not able to return to retrieve belongings by March 23rd please fill out the form to state your timeline for departure:

https://wsureslife.forms-db.com/view.php?id=72071

If you took all your belongings, but didn’t return your keys, please ship your keys back to us as soon as possible. **You must put your keys in a padded or cardboard envelope** and use a tracking number with delivery confirmation. We recommend, Certified Mail, Return Receipt Requested. You may use another method as long as you can track when it is shipped and when it is delivered to us. Please include your name and return address and ship your keys to us at:

HOUSING OFFICE, ATTN: KEY RETURN  
WSU COMMUNITY CENTER BLDG  
3640 COLONEL GLENN HWY  
DAYTON, OH 45435

What if I have a summer contract? Do I have to move out all of my belongings?

Summer housing is still to be determined at this point.

Students must remove items from their 2019-2020 academic year assignment.

What if I ordered a package to come to campus?

When your package arrives, you will receive an email from our office. The instructions for what to do will be in the package email. If you have specific questions please call 937-775-4239.

Is storage available for students? Where can I donate items?

We will not be providing storage for personal belongings. You must remove all of your personal items. There are many locations for donations around the area if you don’t have the capacity to take items with you. Here are some local donation centers:

Goodwill- 2309 N. Fairfield Road, Beavercreek, OH 45431 (937) 431-3784  
Salvation Army- 4912 Airway Road #904  Dayton, OH 45431 (800) 728-7825  
St Vincent DePaul Drop Off Bin- Behind St. Luke Church – 1440 N. Fairfield Rd  Beavercreek, OH 45432

There are many storage locations in the area. A simple google search can assist you in locating a company.

Uhaul is offering free storage of items for 30 days for college students. See the press release here:

If you have perishable food items that you would like to donate before exiting campus please consider donating to the Raider food pantry. There will be a bin located outside of the pantry for donated items.

For emergencies or assistance while the pantry is closed, please contact Student Support Services on-call number at 937-260-0167

If you have questions about your meal plan or parking passes please refer to their website for more information.

https://www.dineoncampus.com/wright