2017 SPRING CHECK-IN PROCEDURES FOR LAMBUTH CAMPUS

The residence halls will be open during the following hours for check-in:

**Thursday, January 12, 2017 – 1PM – 4:30 PM**

**Friday, January 13, 2017 – 1PM – 4:30 PM**

These are times you may pick up your key. You may move your belongings in anytime at your convenience after you pick up your key. Failure to claim your room by 4:30 PM on Friday, January 13, 2017, will result in the loss of your room assignment and the charge of the $200.00 cancellation fee. If you are unable to check-in by 4:30 PM on Friday, January 13, 2017, you must contact 731-425-1951 and request to be placed on the Late Arrivals List to avoid the $200.00 cancellation fee and the loss of your housing assignment. TO CHECK-IN YOU WILL NEED YOUR ID OR DRIVER’S LICENSE.

**RENT PAYMENT**

If you are receiving any type of financial assistance, such as financial aid, scholarships, etc., this will apply toward your tuition first and the balance will be applied to the charges for your housing. Any financial assistance awarded to you over the balance due, will be refunded to you after check-in. New Spring applicants canceling after December 1 or applying and receiving an assignment after December 1 will be obligated for a $200.00 cancellation penalty.

All rental prepayments should be made to The University of Memphis, Bursar’s Office, P. O. Box 1000, Dept. 313, Memphis, TN 38148-0313 or paid online through eBursar at www.memphis.edu/ebursar. DO NOT MAIL YOUR HOUSING PAYMENT TO RESIDENCE LIFE. Please include your University assigned UID number on all rental payments.

RENT IS DUE IN FULL PRIOR TO CHECKING INTO YOUR ROOM FOR THE 2017 SPRING SEMESTER OR HAVE VERIFICATION OF FINANCIAL AID OR SCHOLARSHIPS TO COVER THE BALANCE OF THE RENT.

Students who do not pay their rental payments in full by the check-in date and are not receiving enough financial aid or scholarships to cover the entire amount of the rental balance, will be placed on an installment plan at an additional fee. Please refer to the Installment Plan Information regarding the installment plan agreement.

The amount of housing fees will remain payable even if a student withdraws from the University, except for any normal University refunds which may reduce the amount due. All installment amounts due must be paid in order to participate in the course selection process for future terms.

**ROOM CHANGE**

If for some reason you are not pleased with your room or roommate assignment, you may request a room change during the room change period. The Room Change period for the 2017 Spring Semester is January 19th and Friday, January 20th. You will receive information on room change at check-in. You are expected to occupy the room stated on your Spring 2017 housing assignment until the room change period. NO MOVES ARE ALLOWED PRIOR TO ROOM CHANGE. Please see your assistant area coordinator for further information.

For more information, visit our website at www.memphis.edu/reslife.

The University of Memphis is An Equal Opportunity/Affirmative Action University.  
It is committed to education of a non-racially identifiable student body.