2016 SPRING CHECK-IN PROCEDURES

CHECKING IN

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

- Thursday, January 14, 2016: 1 PM - 4:30 PM
- Friday, January 15, 2016: 1 PM - 4:30 PM

Failure to claim your room by 4:30 PM on Friday, January 15, 2016, will result in the loss of your room assignment and forfeiture a $200 cancellation penalty. If you are unable to check-in by 4:30 PM on Friday, January 15, you must contact the Residence Life and Dining Services Office at 901-678-2295 and request to be placed on the Late Arrival’s List to avoid a $200 cancellation penalty and the loss of your housing assignment.

If you are assigned to: Your check-in location is:

- Park Ave. Apartments: Graduate and Student Family Housing
- Rawls or Smith halls: The floor to which you have been assigned
- Centennial Place: Centennial Place Lobby
- South Hall: South Lobby
- Carpenter Complex: Carpenter Complex Community Building
- Living Learning Complex: Living Learning Complex Lobby

TO CHECK-IN, YOU WILL NEED YOUR ID OR DRIVER’S LICENSE.

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.
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 2016 Spring Semester will be Thursday, January 21 and Friday, January 22, 2016, from 1 PM until 4 PM. You will receive information on room change at check-in. You are expected to occupy the room assigned until the room change period. NO MOVES ARE ALLOWED PRIOR TO ROOM CHANGE. Please see your assistant area coordinator for further information.

RENT PAYMENT

New spring applicants canceling after December 1 or applying and receiving an assignment after December 1 will be obligated for a $200 cancellation penalty.

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

RENT IS DUE IN FULL PRIOR TO CHECKING INTO YOUR ROOM FOR THE SPRING 2016 SEMESTER OR HAVE VERIFICATION OF FINANCIAL AID OR SCHOLARSHIPS TO COVER THE BALANCE OF THE RENT. If you are receiving financial aid or scholarships, all aid will be applied toward tuition and 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.

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.