

# Check-In & Check-Out Process

The check-in & check-out procedure at Bethel University has been established to help in the assessment of residence repair and replacement needs and to help create accountability for residents who damage rooms or furnishings. In addition, the check-in/checkout procedure is the instrument by which the Residence Life Office develops and maintains occupancy information necessary for accurate housing occupancy.

For specific move-in dates, please visit the [Bethel University Residence Life website](#).

## Fall Check-In

Students must check-in with an RA to their assigned room by 3 p.m. of the second official day of classes. If an exception is needed, students must notify the Office of Residence Life prior to the first official day of classes.

A room key and ID card access to the hall are given at check-in. Student is responsible for completing the online Room Condition form found on students [MyHousing](#) page. Student accepts the room "As Is" if no form is completed within 72 hours of check-in.

## Mid Year Check-In

Student must check-in during specific check-in hours communicated by the Office of Residence Life. Student must notify staff 24 hours in advance if they will not be able to arrive during check-in hours. Roommates may not allow early access to the room. It is the student's responsibility to contact the RA to check in properly. Avoid an improper check-in fine of up to \$150 by following guidelines.

## Mid Year Check-Out

The housing agreement is for the entire academic year. If a student needs to break the agreement during the year, the student must cancel in writing with the Residence Life office. The student is responsible for the charges until the office has officially been notified. All cancellation dates apply. See Housing Agreement Cancellation for important deadline dates.

## Spring Check-Out

Students must follow all procedures and stipulations in their Housing Agreement and communicated by Residence Life Staff in order to properly check-out of housing.

## Related Policies and Resources:

- [Housing and Meals Agreement & Cancellation](#)

## Policy Contact:

Residence Life Office- BC 252

[residence-life@bethel.edu](mailto:residence-life@bethel.edu)

651.638.6300