As you are preparing to complete your program at the Summer Language Workshop, please consider the following:

1. To transfer the credits you earned at the Workshop to your home institution, please contact the IU Registrar's Office, Transcript Department. Their phone number is (812) 855-7505. You may also visit their website at [http://registrar.indiana.edu/stu_transcripts.shtml](http://registrar.indiana.edu/stu_transcripts.shtml). Please note that you will need to have your username, passphrase, and student ID# (you will receive all of this information once you are registered).

2. Please review your IU Bursar bill before you leave campus. Please be advised that our office does not receive notifications regarding your Bursar balances or encumbrances. To avoid potential issues please be sure to review your Bursar charges today.

3. Continue to monitor your IU email closely even after you leave campus. Per IU policy, email is the official IU mode of communication. All notifications regarding your grades, Bursar account, or any other issues relative to your student record, will be sent to your [IU email address](mailto:).

If you lived in on-campus housing during the Workshop, please review the information below.

Before you leave campus, please review your IU Bursar account and make sure that the IU Residential Programs and Services charged you only for the number of days you lived on campus.

Willkie Residence Center move-out dates are as follows:

- 9-week training: August 1 at 10:00AM
- 8-week training: August 1 at 10:00AM

Please report to the center desk and complete the room check-out procedures outlined below no later than 10:00AM on August 1 to avoid additional charges for your housing.

Additionally, please continue to monitor your IU email and bursar account into the fall semester for any outstanding dorm charges.

ROOM CHECKOUT PROCEDURE:

Please review and complete the check-out procedures below:

- Your Room Condition Report Form (RCR) must be picked up at the center desk. Fill the RCR out checking all items mentioned within your room. If you fail to complete the Room Condition Report (RCR) and return it to the center desk, you may be billed $25.00 for an improper check out.

- Return all University furnishings to the original arrangement. Leave the room in the same condition as you found it upon move-in. All trash is to be tied up in plastic bags and deposited in the dumpsters behind the South tower. The clean-up charge for unreasonably dirty rooms and trash removal will be $35.00 an hour. Rooms must be swept out and vacuumed. You could be charged if the room is excessively dirty and/or dusty.
- All nails, hooks, tape, adhesive putty, contact paper, glow-in-the-dark stars, bottle caps, etc. must be removed from all wall and ceiling surfaces. This must be completed prior to checkout. Be very careful if you need to peel tape, etc. off your walls. Any damage to walls or other surfaces will result in a billing for repair and painting.

- Charges for excessive cleaning, removal of discarded personal items, and repair for items damaged will be billed at a minimum of $35.00 per hour. Typical charges would be:
  - Painting entire room - $220.00  
  - Window screen replacement - $90.00  
  - Cleaning bathroom - $55.00

**CENTER DESK HOURS:**

- Final check out: (at the center desk). When you are ready to leave, you will submit your online forwarding address, your elevator/mailbox key, your key cards, and your Room Condition report Form (RCR). Not returning the metal key will result in a $100.00 charge and key cards cost $45 each.

  1) [www.rps.indiana.edu](http://www.rps.indiana.edu) (top left of page)

  2) Click on Mail Forwarding

  3) Enter the Address you will be going to for the summer or your permanent address.

- Please make every effort to complete the checkout process during business hours (8am – Midnight before August 1 and by 10:00am on August 1). For those who must leave when the center desk is closed, be sure to complete all move-out paperwork (including change of address online) during regular hours and leave your keys in the envelopes provided and deposit the envelope in the Key Drop slot at the center desk.