

STUDENTS WHO WILL CHECK OUT AND WHO WILL CONTINUE TO STAY IN DORMITORIES FOR SPRING TERM 2024

- Check out deadline for students who will end their stay in the dormitories due to academic reasons is **January 25, 2024**.
- Students who were not assigned to a dorm room on Fall Term 2023, should make a new application for Spring Term 2024, if they are still willing to stay in dormitories.

1. Students who will check out from dormitories (Academic reasons including graduation, exchange, etc)

- 1.1. Students must carry out their **dormitory checkout notification** between December 25 – December 29, 2023, by going through the following tabs on [KUSIS](#): Main Menu > Self Service > Dormitory > Request.
- 1.2. **Students who will not stay in the dormitories during Spring Term 2024** must vacate their rooms until **Thursday, January 25, 2024** at the latest, visit the Housing Directorate to hand over their room cards and fill out their checkout forms.
- 1.3. Students who check out for academic reasons at the end of Fall Term can receive their refund of dormitory fees for Spring Term 2024 after the first two weeks of Spring Term 2024. Accordingly, students must create a track-it on [h-track-it](#) system regarding their refund requests, subsequent to the specified time period by going through the following tabs: Financial Issues > Room Charge Reimbursement Request

2. Students who will check out from dormitories without an academic reason stated in KU Student Housing Directive

- 2.1. Students who want to check out from their dormitory rooms after January 25, 2024 must pay the full amount for the current month and the months in which they have got accommodation service and 30% of the accommodation fee for the remaining months. In the event that these students are paid in cash with their deposits, the fee to be calculated according to this paragraph shall be deducted and the remaining amount shall be returned within one month and the service delivery contract shall be terminated. (They must submit their request for refund via [H-track-it](#). Housing Office sends the confirmation notice for reimbursement to the Comptroller's Office; which starts the process for reimbursement within 10 days).

3. Students who will continue to stay in dormitories

- 3.1. They will not make an application for Spring Term 2024 and they will not carry out any action on KUHUB.
- 3.2. Between February 10-12, 2024, they can reactivate their room keycards in Housing Directorate Office by signing the Spring Term check-in section of their dormitory contracts.