

Dear Luther Residents,

In light of classes being suspended and subsequently moving to distance learning (e.g. online), we understand that some of you will want to move off-campus. This email provides important information for anyone considering this option.

**Please note that we are not asking any of you to move out of the residence. We would be more than happy to have you stay with us until the end of the semester/final exams, and provide any support you may need. Luther College will continue to take all necessary precautions and follow government-approved, recommended procedures (e.g. safe food preparation and service, regular cleaning and disinfecting) to keep everyone safe.**

However, if you do want to move out early due to the class disruption, we will waive all regular cancellation fees typically incurred when cancelling your contract. Residence fees will be pro-rated for the duration of your time living on campus during the Winter 2020 semester. Deposits will be refunded as soon as we are able to process them as long as your room is in good condition with no damage, and all residence fees have been paid in full.

To move out of the residence early, please complete the following TWO steps:

**1) Reply to this email providing the following information:**

- Your Name:
- Student Number:
- Room Number:
- Date and Time of Moving Out:
- Reason for Moving Out:
- Do you want your residence fees refunded or held for next year (i.e. Fall 2020/Winter 2021)?

**2) Follow the regular move-out procedures which includes:**

- Cleaning your room, packing up your items (*move-out carts are available through the RAs*), and throwing out your garbage in the garbage bins.
- Completing a Room Condition Report with your RA and handing in your keys.

No matter where you stay, we ask for your cooperation in following Public Health recommendations such as washing your hands for at least 20 seconds, cough/sneezing into your sleeve/elbow, practicing social distancing, and avoiding travel.

Luther and UofR residence offices will remain open for regular business hours from Monday -

Friday, 8:15 a.m. - 4:30 p.m. If you have any questions, please do not hesitate to contact us at 306-585-5333 or [luther.college.residence@uregina.ca](mailto:luther.college.residence@uregina.ca).

Thanks,

Rhonda and Brenden

Financial & Residence Services Office (LC 110)

[Luther.college.residence@uregina.ca](mailto:luther.college.residence@uregina.ca)

306-585-5333