Dear ISP Student,

We know that the semester has gone by really fast and hope that you are going to ace your finals and enjoy the last week as much as you can. Since some of you are leaving early please read carefully and follow the moving out checklist below:

**Official moving out procedure:** You have to do it before your departure!

1. **Neptun /Administration/Requests/Available Requests**  
   Please fill out the “ISP Dormitory Moving out form 2019/20/1 (Autumn) semester via Neptun until 7th December.

2. **Personal moving out tasks (room no. 5 in office hours)**
   a. From 16th until 20th December
   b. From 6th until 10th January
   c. I will leave another day, so I contact with the Dormitory Manager (radaykoli@gmail.com)

In case of a. or b., please register for the moving out procedure too: [https://doodle.com/poll/dsv5r6k9v2hrxsqv](https://doodle.com/poll/dsv5r6k9v2hrxsqv)

**Deposit:** You will get back your deposit in cash. I call your attention, that you will lose all or part of the deposit, if you leave the room/bathroom uncleaned (room: 3000 HUF/room; bathroom: 5000 HUF/bathroom) and/or do not return or brake your entry card. In case of any damages the dormitory may seek further compensation depending on the amount of the damage.

I call your attention that the **cultural contribution fee (2000 HUF) and the final cleaning (3000 HUF) will be deducted from the deposit as described in the General Terms and Conditions III.3. c).**

**Tidy your room:**

1. Sheets and covers brought downstairs and placed in the laundry baskets beside the security desk (whites and colors separately)
2. Blanket + pillow (pile #1 on bed)
3. Items for donation (dishes, towels, etc) to next US students. Only CLEAN items please. (pile #2 on bed)
4. Drying rack left in the room

**Cleaning:**

1. Fridge empty and wiped clean
2. Kitchen locker empty and wiped clean, remove the padlock
3. TRASH AND BOTTLES TAKEN OUT! downstairs (Huge waste container will be in front of the dorm from 16th till 20th December)
4. Floor moped
5. Bathroom left tidy (mopped as well)

WE WILL CHECK IT THE NIGHT BEFORE YOUR DEPARTURE!

**Front desk check-out. Submit:**

1. Entry card (or 3000 HUF, if lost)
2. Room key (or 4000 HUF, if lost)

Please mind that if any of the above is missing a charge and withholding your transcripts until paid might occur!

Best regards,

Nóra Hankó  
Dormitory Manager