



**Nelson Mandela
Metropolitan
University**

for tomorrow

Office For Off Campus Accommodation

Tel: 041 504 4736

offcampus.accommodation@nmmu.ac.za

Checking out of your Accommodation:

1. Notify the off campus accommodation office at least 7 days prior to departure
2. Complete Forms:
 - 2.1 Fill out the forex/banking details form (please print in capital letters) for our office to use when returning your deposit.
Cheque requests will only be entertained if the student is able to collect it within 5 working days from the date of departure.
 - 2.2 Notify subscriptions, banks, bills/accounts and loved ones of your change of address
3. Pack it Up:
 - 3.1 Start early to pack items you will not need or take back with you when returning home, at least a week or two before departing Port Elizabeth.
 - 3.2 Schedule time for collection of unwanted items should you wish to donate it to various charities.
4. Clean it Up:
 - 4.1 Make sure you schedule time to clean and tidy your accommodation before the inspection.
 - 4.2 Students will be charged a cleaning fee of R 300 if accommodation is not returned in the same way you received it when moving in.
 - 4.3 Make sure your posters/photos, etc. are removed from notice boards.
5. Day of Moving Out:
 - 5.1 Arrange for transportation and storage of your items should you return the following year.
 - 5.2 Remove ALL UNWANTED ITEMS:
Unopened non-perishable food: consider donating it
Perishable food: place in the dumpsters. Do not leave it in the accommodation.
Do not assume your remaining roommates need or want your leftovers – dump/trash it, or give it to someone that wants it.

6. Be On Time:

- 6.1 Be ready for your inspection on time.
- 6.2 Inform our office should your departure be delayed
- 6.3 Refund of deposits: transfers to foreign bank accounts can take up to 6 weeks to reflect in your bank account.

I trust you enjoyed your stay in Port Elizabeth. Travel Safe and Good Luck for the future.