



Office of the President



May 5, 2020

Dear Residents and Families,

A few weeks back we communicated to you that we have a move-out plan in place and ready to execute when Governor Lamont lifts his executive order. The order is still in place, but we'd like to share an outline of how the move-out process will work so that you can be ready when we are able to invite people back to campus.

When the time comes, move-out will **take place over a period of two weeks** to minimize the number of people in the buildings at any one time. As the situation with the pandemic evolves, plans are subject to change.

Prior to moving out, you will be asked to:

- **Sign up for a two-hour move-out slot** for your building and floor (a link will be provided)
- **Choose one person only** to help you pack your things and vacate your residence hall
- Remember to **bring your ID and room key**
- **Bring and wear a mask and gloves** while on campus
- Remember to **bring bins, suitcases or boxes** to pack your belongings
- **Leave immediately from campus** after packing your room and following specific instructions for check-out. While you might be tempted to meet up with friends or linger on campus, for the health and safety of everyone you must follow the requirements.

When you come back to campus, please ensure that you and your helper are healthy, displaying no symptoms of COVID-19, and have had no known recent exposure to the virus. For students who cannot or do not want to return to campus, we will work with you on a plan to vacate your room.

Other specifics regarding technology return and move-out will be included in a future communication when we have the move-out dates in place. If you have additional questions or concerns, please feel free to contact the Office of Residence Life at housing@mitchell.edu.

Refunds for Room and Board

Students will receive a credit to their accounts for the unused portion of room and board. The credits will be prorated based on each family's contribution to the cost of attendance. Credits will be applied to balances owed on the account; after balance is paid, or if no balance exists, students will receive a refund. Please direct further questions to bursar@mitchell.edu or 860-701-5221.

Thank you for your patience and understanding. We will be in touch again soon. Please continue to take care of yourself and those around you.

Catherine Wright, Ph.D.
Interim President