ATTENTION: Students who are currently not living on campus but have belongings in your campus room

University Housing and FSU leadership have identified a plan for you to retrieve your belongings from your residence hall. Please see the information below to determine which method would work best for you. We anticipate that the process for student move-out will begin in May but will determine the exact dates once the stay-at-home status in Florida has lifted and we feel that we can bring students to campus as safely as possible.

Move-Out Option 1: Contracting with The UPS Store to pack and store/ship your items:
We have partnered with The UPS Store to provide options for your items to be identified, packed, stored and/or shipped to you instead of waiting for clearance to come back to campus. University staff will escort The UPS Store to your room/apartment. Once in the room, The UPS Store will contact you by video conference to identify the items that you want to have packed. They will be able to either store your items and deliver them to your Tallahassee residence (both on or off campus) when you return for the fall semester, or they can ship items to you. You may also arrange to have a combination of services where some items are shipped, and others are stored for you.

As a result of the disruption to campus operations caused by the coronavirus, the University will provide a $100 grant to your student account to offset the cost of shipping and/or storing your belongings through this option. Residents must sign up with the UPS Store by April 21, 2020 in order to receive the $100 grant. The full amount must be paid to the UPS store prior to the credit being provided.

All of the options below come with a basic level of insurance. Residents can opt to purchase additional insurance.

The UPS Store Options:
- **Pack & Store Everything:** $400 flat charge to pack all of your belongings, store them through August, and deliver them to your fall Tallahassee residence.
- **Pack & Ship to beyond 250 miles:** $150 to pack your room in preparation for shipping. An additional cost to ship the boxes to you will be based on the weight of each box and communicated to you in advance of actual shipment. Shipping will be at the UPS retail rate.
- **Pack & Store Some/Ship Some:** $150 to pack your belongings, in addition to a maximum charge of $250 to store boxes through August and deliver them to your fall Tallahassee residence. An additional cost to ship the boxes that you want sent to you now will be based on the weight of each box and communicated to you in advance of actual shipment. Shipping will be at the UPS retail rate.
- **Pack & Ship to distance within 250-mile radius from Tallahassee:** $550 flat charge to pack your belongings and ship up to 12 boxes to a destination that is within a 250-mile radius of Tallahassee. Additional boxes needed to complete packing and shipping the belongings will be charged an additional cost at the UPS retail rates.

Move-Out Option 2: Moving yourself:
Due to the highly contagious virus and our focus on keeping all students and community members safe, we will be following current guidance to avoid large gatherings until May. **This means we will not allow you back on campus until at least after May 1.** The timeline for allowing students to return could change to a later date if advised by the CDC or state and local health officials based on then-current
COVID-19 guidance. During any potential scheduled move-out, we will still need to practice social distancing and limit the number of people in each hall at any time. Therefore, you will receive a date and time to return to campus and remove your belongings. It will be important for everyone to follow instructions and adhere to the move-out schedule when published. Do not arrange travel to Tallahassee until you receive your move-out time and instructions. More details will be sent to you as they are available.

Resources for you if choosing to move yourself include:

- The UPS Store will have boxes and packing materials for purchase on site.
- If you choose to pack your room but still use The UPS Store to store or ship items for you, go to the UPS website and place your storage order to coordinate with your appointment to be on campus. The UPS Store will be on site for you to pick up your ordered packing materials. Once your room is packed, you can take your items to The UPS Store for storage or shipping.

**Next steps:**

1. Visit The UPS Store website to review the options and determine which may best suit your needs.
2. Complete the “Spring Move-Out Plans” form on the housing portal by Tuesday, April 21 to tell us whether you plan to work with The UPS Store or wish to come back to Tallahassee and pack/remove your own belongings on the scheduled date.
3. If you decide to use services offered by The UPS Store, visit The UPS Store website and sign up. You will be asked to pay either partial or full cost up front depending on the plan you select. The UPS Store will schedule your room and notify you when they want to conduct the video conference to identify your belongings.

**Other resources available to you include:**

- Case Management has a variety of services to offer: [https://dsst.fsu.edu/cms](https://dsst.fsu.edu/cms)
- Ways to connect with each other and support: [https://studentaffairs.fsu.edu/virtualfsu/](https://studentaffairs.fsu.edu/virtualfsu/)

With the constantly evolving guidance, we cannot guarantee that you will be allowed back to campus in early May; it will depend on the status of COVID-19 and state/local expectations for travel and access. We are sorry that you had to leave the campus this spring and hope that you are well and able to work on your classes remotely. Please contact us at housing@fsu.edu if you have questions or need assistance.

Sincerely,

Shannon D Staten
Executive Director
University Housing