Dear West Lake Village Residents,

As a follow-up to the e-mail that was sent yesterday, we would like to provide you with some specific information regarding housing at West Lake Village. The university has shifted to remote learning for the remainder of the spring semester but has made no decision regarding the summer semester at this time. Since your Housing Agreement at West Lake Village includes both the spring and summer terms, we intend to keep West Lake Village open during the duration of this time period.

Given that most of you remain on-campus, we feel it is very important to stress the importance of reducing your exposure to the COVID-19 virus, including social distancing. Please make sure you are familiar with recommendations from the CDC and follow these closely.

If it is your intention to check out prior to the end of the Summer B 2020 term, you may do so, but understand that you are still financially responsible for the remainder of your housing agreement. We have created an express check-out process that will allow you to check out of your space at your convenience. In order to check out of your space, please follow the instructions below:

1. Access the express check-out form by going to [www.fgcu.edu/housing](http://www.fgcu.edu/housing) or go to the West Lake Village Community Center to pick up a form.
2. Prepare your room/apartment for departure. (Instructions on how to prepare your room/apartment for check-out can be found at [www.fgcu.edu/housing](http://www.fgcu.edu/housing)).
3. Take the completed express check-out form and your keys to the West Lake Village Community Center and submit them to a housing staff member.
4. If you are checking out after hours and our desks are closed, please contact the RA on-call number listed in your building.

If you are a graduating senior for the spring semester and want to check out prior to the end of your agreement, please contact Mary Eggleston at meGGLESTON@FGCU.EDU. We will send out additional information about subleasing in the summer at a later time.

We greatly appreciate your choosing to live on campus while here at Florida Gulf Coast University. We know the last few weeks have been challenging, and we are working very hard to support you and all our students during these times. If you have any questions or need assistance, please do not hesitate to contact our staff.

Sincerely,

Jameson Moschella
Director, Office of Housing and Residence Life