



## Details of the Pace University and Store/Ship Process

### **Overview**

Pace will arrange to pack items left behind by students who were unable to pack and move out prior to the Governor's NY State on PAUSE executive order. These items will either be stored (in a Pace facility) or shipped to the residents to an address they designate.

### **Who**

The Packing process will be available for students who are unable to return to campus to pack their own things, excludes students who live within a 3-hour travel radius from campus. Students who live within that radius but who feel that they cannot return to campus to move out will need to email their individual housing offices ([nyhousing@pace.edu](mailto:nyhousing@pace.edu) or [westchesterhousing@pace.edu](mailto:westchesterhousing@pace.edu)) to appeal for an exception to have their things packed for them.

### **When**

We cannot begin the process of packing remaining items until students who are able to return to campus to pack and move out have had the opportunity to do so. This means that the packing and storage/shipping process will not begin until approximately May 30.

### **How**

Pace University will enlist the services of a third-party vendor to complete the packing and storage or shipping. As noted, students will be required to complete an application, which will require the student to confirm their understanding of the following aspects of the process:

**Items We Are Not Able to Pack:** Due to risks of damage they may cause, and as a measure to control the costs of this process, the following items will not be packed and shipped or stored:

- Liquids of any kind
- Food
- Personal hygiene paper produces, including tissues, toilet paper, paper plates, napkins, etc.
- Cleaning supplies, including cleaning products, brooms, mops, paper towels, etc.
- Other personal hygiene and products, including deodorant, soap, body wash, shampoo, etc.
- Plants
- Pets (fish)
- Aquariums
- Any items not permitted by the University Guiding Principles, including candles, smoking paraphernalia, etc.

**Limits On Identifying Ownership:** In rare cases in which more than one student in a room needs to have their things packed for them, the Residential Life staff will work with the student and the packers to identify, to the best of their ability, whose item are whose. It must be understood that in these cases, we cannot guarantee that all items will make it to the correct owner. Students must agree to work with

their roommates/suite mates/housemates to retrieve/return personal items that are sent to the wrong resident.

**Cost:** The costs have not yet been finalized. Costs will be included in the information that goes out on May 15 (to all students who have at that time not yet selected a move-out appointment). The cost of this service will depend on the amount of things you have packed, and whether we will store them for you, or you have them shipped to you.

**Access to Stored Items:** For those who have their things stored, once items are stored, students will not have access to them until the main move-in process for fall, which takes place over Labor Day Weekend. Items not picked up by September 15 will be moved and stored in an alternate location until November 1, at which time they will be discarded. Students who have their things stored but later decide not to return to Pace will also not be permitted to retrieve their items until August 29 and will need to contact their campus housing office to arrange an appointment for pick up.