
How to Recover Your Key Deposit(s)

- At the end of the academic session: Undergraduate BFA students
 By August 31st: 2nd year MFA students transferring Studios and Graduating MFA students
 - Remove your belongings from your studio and dispose of any garbage in the dumpster. Have the studio technician inspect your studio. A signed studio deposit return authorization will be issued if the studio is vacated in good condition.
 - Take your keys to the Parking and Key Desk and they will return your full deposit and a confirmation of the key return form.
2. Bring the confirmation of key return and studio deposit return authorization to the department office, room 403 in Lasserre.
3. A cheque will be issued returning both your key and studio deposit and will be mailed to you within 6 weeks.

Check List:

- Remove Belongings from Studio
- Have the studio technician inspect the Studio
- Return keys to the Parking and Key Desk
- Bring the Key Return confirmation and studio Deposit Return authorization to Lasserre 403