

Norwich sciences program end-of-semester instructions

1. **Transportation.** The program will reimburse the cheapest reasonable method of transportation from UEA to Heathrow. For reimbursement, submit your receipt to the director and claim your cash reimbursement in person at least one week before your departure.
2. **Household goods.** Please return to the director any household goods that could be used by future students. Kitchen things are the most useful; London transport oyster cards and your emergency information card would also be appreciated. Bedding cannot be accepted (please put it in the trash at the Village). You can return goods to the director at the farewell reception or by appointment.
3. **Clear out your flat.** You need to leave your room completely empty and remove all of your own belongings from common areas in the flat. Otherwise you may be charged a fine or cleaning fee by UEA.
4. **Return your flat key to the [UEA accommodation office](#).** Put your key in an envelope marked with your name and flat/room number. During working hours, you can hand your key to a person in the office. At other times, there is a secure drop box where you can deposit your key. UEA will charge a fine for keys that are not returned.
5. **UEA course materials.** When transferring credit back at Dickinson, you may need evidence of the course content such as syllabus, assignments, and final exam. Download and keep relevant content for this, since you won't have access to UEA's systems once you're back at Dickinson.