



## **23.001: Residential Life/ Housing Withdrawal and Refund Policies**

**Responsible Executive: Vice President for Student Affairs**

**Responsible Office: Housing & Residence Life**

**Related Policy:**

**Approved-On Date: June 11, 2003**

**Effective Date: June 11, 2003**

**Revision Date:**

### **Policy Statement**

Residential Life/Housing has developed a process to document and communicate procedures for residents who withdraw their application for room and board. New policy guidelines, and revisions to existing policy, will be issued when necessary.

### **Purpose**

This document outlines the Housing & Residence Life Withdrawal and Refund Policies. These guidelines allow for ongoing review, modification, and elimination of existing policy and procedures.

### **Procedures**

Students who withdraw from the University and residential life/housing must terminate their Room and Board Contract by notifying the Executive Director, Housing & Residence Life in writing, the day of withdrawal. Failure to officially terminate the contract in the prescribed manner will result in additional room, moving, and storage charges for the period of time elapsed, prior to official termination.

#### **I. Withdrawal from the University and Housing & Residence Life**

Following withdrawal from the university, the resident can complete room and board termination procedures by:

1. Completing a Residential Life/Housing Withdrawal Form;
2. Removing all belongings and cleaning his/her side of the room;
3. Having the room inspected by a residence hall staff member;
4. Signing the room condition report;
5. Completing the blue card, and
6. Turning in his/her room key.

All charges will be adjusted (prorated) according to the date of check out. The Damage Deposit Refund Form must be completed at this time in order to determine what portion of the \$100.00 deposit will be refunded to the student.

## **II. Room Refunds Due to Termination**

Room refunds will be issued when the following actions have been taken:

1. Personal possessions are removed from the room;
2. A member of the residence hall staff has inspected the room, and
3. The key is surrendered.

If a refund is warranted, the student will receive a check in the mail from the Office of Student Financial Services. Refunds will be processed as they are received and approved.

## **III. Refunds for room reservation deposits will be made for the following reasons:**

1. Space is not available to accommodate the student;
2. The student is called for active duty, prior to the first day of class;
3. The student is deceased or
4. The prospective student is not admitted to the University.

**No exceptions will be made without supporting documents.**