23.001: Residence Life & Housing Withdrawal & Room Deposit Refund Policy

Responsible Executive: **Vice President for Student Affairs**
Responsible Office: **Office of Residence Life & Housing**
Related Policy:
Approved On Date: **June 11, 2003**
Effective Date:
Revision Date: **April 5, 2010**

Policy Statement

All students residing on campus are required to abide by the laws of the Commonwealth of Virginia, the rules and regulations of the University and the Office of Residence Life & Housing's *Guide to Living on Campus*. A student who desires to withdraw from the University and/or from University housing must follow University and departmental guidelines to officially withdraw through processing of required paperwork, removal of all items from his/her room and ensure the room is clean upon departure. Students who fail to complete the official process are subject to additional fines and/or penalties.

The Office of Residence Life & Housing has developed a process to document and communicate procedures for residents who withdraw their application for room and board and/or withdraw from on-campus housing. New policy guidelines, and revisions to existing policy, will be issued when necessary.

Purpose

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

Procedures

Norfolk State University requires a $300 non-refundable housing deposit as a part of the University housing application process. Returning students submitting an application for housing must pay the $300 non-refundable housing deposit by April 30th. New incoming students must pay the $300 non-refundable housing deposit by May 31st.

Students who withdraw an application for room and board or desire to withdraw from the University and/or on-campus housing must follow University and departmental guidelines to officially withdraw. Failure to officially withdraw an application for housing and/or withdraw from on-campus housing may result in additional room, moving and storage charges for the period of time elapsed, prior to official termination.

I. Refund of Housing Deposit

Housing refunds will only be made if a student <u>has not signed their housing contract</u> and meets one or more of the extenuating circumstances:

1. He/she is accepted in a Norfolk State University sponsored Study Abroad Program. Verification must be received from International Programs.
2. He/she is required to withdraw due to medical reasons. Verification must be received from the Registrar's Office.
3. Is called to active-duty military service.

II. Withdrawal of Application for On-Campus Housing

Students who desire to withdraw their application for on-campus housing prior to signing their housing contract must submit a statement in writing to the Director of Residence Life & Housing.

1. Incoming freshmen or transfer students may request to withdraw their application for on-campus housing at any time prior to move-in. The $300 housing deposit is non-refundable however, students who complete the withdrawal process within University and RLH guidelines will not incur additional penalties and/or fines.
2. Returning students may request to withdraw their application for on-campus housing at any time prior to June 30th. The $300 housing deposit is non-refundable however, students who complete the withdrawal process by June 30th will not incur additional penalties or fines.
3. Returning students who request to withdraw their application for on-campus housing after June 30th will forfeit the $300 non-refundable housing deposit and will be responsible for payment of a $250 cancellation fee plus the equivalent of one month's rent.

III. Withdrawal from On-Campus Housing

Neither voluntary withdrawal nor eviction from the residence hall will relieve the student of financial liability for the amount payable under his/her housing contract in addition to any and all collection charges he/she may incur. A student who claims his/her room and subsequently withdraws voluntarily from the university, is suspended, or expelled for disciplinary reasons is liable for payment of the entire semester's room fee, in addition to the forfeiture of the $300 housing deposit and for board fees prorated on a daily basis up to the date of withdrawal.

Students must complete the following steps to be officially withdrawn from on-campus housing:

1. Submit a completed Residence Life & Housing Request for University Housing Withdrawal Form;
2. Remove all belongings and clean his/her side of the room;
3. Have the room inspected by a residence hall staff member prior to check-out;
4. Complete and sign the room condition report;
5. Complete and sign the blue card, and
6. Turn in his/her room key.

IV. Administrative Withdrawal from On-Campus Housing

Involuntary withdrawal or voluntary withdrawal from on-campus housing due to extenuating circumstances will result in forfeiture of the $300 housing deposit and prorated room and board charges being assessed through date of official check-out. The following reasons are acceptable excuses for no further penalties or fines being assessed:

1. He/she is required to withdraw due to medical reasons. Verification must be received from the Registrar's Office.
2. He/she is called to active-duty military service.

A student who claims his/her room and is subsequently administratively withdrawn from the University must complete the following steps to be officially withdrawn from on-campus housing:

1. Submit a completed Residence Life & Housing Request for University Housing Withdrawal Form;
2. Remove all belongings and clean his/her side of the room;
3. Have the room inspected by a residence hall staff member prior to check-out;
4. Complete and sign the room condition report;
5. Complete and sign the blue card, and
6. Turn in his/her room key.

V. Voluntary and Judicial Withdrawal from On-Campus Housing

A student who claims his/her room and subsequently withdraws voluntarily from the university, is suspended, or expelled for disciplinary reasons is liable for payment of the entire semester's room fee, in addition to the forfeiture of the $300 housing deposit and for board fees prorated on a daily basis up to the date of withdrawal.

Students must complete the following steps to be officially withdrawn from on-campus housing:

1. Submit a completed Residence Life & Housing Judicial Housing Withdrawal Form;
2. Remove all belongings and clean his/her side of the room;
3. Have the room inspected by a residence hall staff member prior to check-out;
4. Complete and sign the room condition report;
5. Complete and sign the blue card, and
6. Turn in his/her room key.