Cheyney University Policy SA-2010-3016

Policy on Housing Fees Charges and Refunds

Approved by: Student Affairs Council / President’s Cabinet

History: Issued -- 4-22-2010

Related Policies: See Administration and Finance

Additional References: n/a

A. Purpose
The purpose of this policy is to explain the procedure by which students are charged and refunded housing fees, payments, and charges.

B. Scope
This policy applies to the Housing and Residence Life Office, the Department of International Studies, and the Bursar's Office. It applies to any office for informational purposes.

C. Definition(s)
Housing Deposit - a payment required of all students who wish to reside in the residence halls and have been offered housing.
Housing Fee - a charge for residing in the residence halls.
Damage Charge - a charge assessed a student who has caused damage to his/her room and/or its contents.

D. Policy & Procedure(s)

Charges
A housing deposit is required of all students who are offered housing. If that deposit is not paid by the due date, the offer of housing is rescinded. The housing deposit is posted to a student's spring account. The housing deposit is waived for an exchange student.

Because the term of occupancy is for a full academic year, the housing fee is charged to a student's fall and spring account, at the time a room assignment is made for the fall semester. If a student is entering the residence halls in the spring semester, the fee is charged to the student's spring account only. Any time a student resides in the residence halls during a time period when the residence halls are officially closed, a fee is charged. This fee is determined by the number of days the residence halls are closed, multiplied by the current per diem rate. The student must pay that charge at the Bursar's Office prior to the stay. The only exception to this policy is for graduating seniors and ushers, on graduation eve. When a student checks into and out of his/her residence hall room, the room and its contents are inspected by a Housing and Residence Life staff member. Any damages to the room and/or its contents incurred during the term of occupancy, will be charged to the student based on current labor/replacement costs.
Refunds
Please refer to the Housing Contract for information concerning conditions of refund for the housing deposit and housing fees. In addition to information in the current Housing Contract, it should be noted that a backdated withdrawal from the Registrar does not backdate the student's residency in the residence halls. Any refund of the housing fee is based on the date of official check-out from the residence hall.