

REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 9011 Residence Hall; Students, Contracts,
Room Reservation Processing Fee**

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BOARD POLICY

Every student residing in college housing must enter into a contract each academic year on forms provided by the college. A copy of the contract shall be provided to each student and his/her signature affixed before occupying space in a college-owned housing unit. The college may offer an installment plan for both room and board costs to those students needing financial assistance.

Residence Hall Room Reservation Processing Fee

A processing fee must accompany the residence hall room reservation form. Rooms may not be assigned until the processing fee is received.

The processing fee is non-refundable and applies to current and future contracts processed for the student providing the student's stay in residence is uninterrupted (summer terms are excluded). Should a student move off campus and later want a residence hall room the college determined processing fee would again be required with the new application.

Housing Payment Refunds

Students who have received the approval of the appropriate College administrator to withdraw from school or to cancel their housing contract will be eligible to receive prorated refunds of their housing payments. Refunds shall exclude room reservation processing fees and will be based on the refund policy of the institution.

Temporary Accommodations

Accommodations may be made, to the extent possible, by the institution to house students over holidays and semester breaks who have no other auxiliary housing available. There will be a housing cost levied for these arrangements.

Furnishings

Each college will adopt policies regarding the furnishings to be provided by the institution and those that may be furnished by the student.

In case of non-compliance by a student in making room payments to the institution, the college may suspend the delinquent student and withhold all records.

Legal Reference:	RRS 85-304	Board of trustees; powers enumerated
	RRS 85-314	Board of trustees; rules and regulations
	RRS 85-318	State Colleges; dormitory fund; use
	RRS 85-408	Dormitories; housing facilities; rates, fees, charges, pledge for payment of bonds; surplus

Policy Adopted: 3/11/94
Policy Revised: 11/12/10