



Kutztown University Policy STU-013

Housing Fees - Charges & Refunds

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 Residential Services Office, the Department of International Studies, and the Bursar's Office. It applies to any office for informational purposes.

C. Definition(s)

Housing Application Fee- an annual, non-refundable, payment required of all eligible students who wish to reside in the residence halls

Housing Room 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 \$50.00 non-refundable housing application fee is required of all eligible students who requesting housing. Students must apply online, see housing website for more information in January.

Because the term of occupancy is for a full academic year, the housing room 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 room 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. Students must receive permission through the Housing & Residential Services Office, sign an interim housing agreement, and pay the additional cost at least one week prior to break. Graduating seniors and ushers that are staying over on graduation eve will be required to sign the interim housing agreement with Housing & Residential Services, but will not be charged.

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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 License for information concerning conditions of refund for housing fees. In addition to information in the current Housing License, 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.

E. Effective Date

1994

Reviewed 10/2007

F. Approved

Council of Trustees June, 2010

G. Last Reviewed

August, 2011

August, 2012

August, 2013