

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **HOUSING DEPOSIT FOR RESIDENCE HALL STUDENTS-Policy No. A027**

Supersedes Policy No. A027, Dated 4/21/89, 4/18/91 and 4/8/94

Recommended for Approval By Dr. John F. Fleischauer, Provost and Vice President for Academic & Student Affairs

Approved By Foster F. Diebold, President on June 16, 1995

Review Date: As Required

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### **INTENT**

Each year, a large number of students, primarily from the incoming freshmen class, request and receive housing accommodations within University residence halls and then, without notification, fail to attend the University. The result is the inability of the Residence Life and Housing Office to project, with any accuracy, the number or location of vacancies available for student occupancy. This situation causes inconvenience to students and staff and has the potential to have a negative impact on the admissions program due to the inability to guarantee University housing to late admissions.

It is the intent of this policy to require students at Edinboro University of Pennsylvania to make a significant financial commitment to their University housing arrangements.

### **POLICY**

Edinboro University of Pennsylvania will assess a Housing deposit to all students who request housing accommodations within University residence halls.

### **PROCEDURE**

A. All incoming freshmen and transfer students who request housing accommodations shall make a deposit of seventy-five dollars (\$75.00), by personal check, certified check, or money order, at the time they submit their advance tuition deposit to the Admissions Office.

- B. All other resident students are required to pay the \$75.00 room deposit by personal check, certified check or money order to the Bursar prior to the time they sign up for housing.

Housing deposit waivers may be available to students based on financial need. Determination of eligibility, and notification to students who qualify for housing deposit waivers will be handled by the Financial Aid Office.

- C. The \$75.00 room deposit shall be credited towards room charges for the contract period.

- D. A portion of the deposit may be refundable under the following conditions:

1. A student graduates, or
2. A student is required to leave the University for academic reasons, or
3. A student leaves University housing in accordance with University policy regarding Housing and Food Service Release Requests, or
4. A student leaves University housing at the request of the University, or
5. A student officially withdraws from the University.

- E. Requests for refunds must be made in writing. New students must direct their refund request to the Admissions Office. Returning students must contact the Bursar's Office. The following refund schedule shall apply:

1. \$50.00 of the original deposit will be refunded if the request is received sixty (60) days prior to the beginning of the first semester of the contract period, excluding summer sessions.
2. \$25.00 of the original deposit will be refunded if the request is received fifteen (15) days prior to the beginning of the semester.
3. No portion of the original deposit will be refunded if the student fails to request a refund at least fifteen (15) days prior to the beginning of the semester.