



Housing Agreements: Cancellation Policy

NAME: **Housing Agreements: Cancellation Policy**
ISSUING DEPARTMENT: **Student Affairs**
ISSUED DATE: **September 30, 2019**
REVIEWED DATE: **October 8, 2019**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED:

DEFINITION OF POLICY/PROCEDURE

All students, new and returning, wanting to reside in Mansfield University residence halls are required to complete a Housing Agreement and pay a non-refundable \$100 housing fee. Housing Agreements are binding for a period of one (1) academic year, fall and spring semesters. If a student terminates this Agreement after completing the Housing Agreement and paying the \$100 non-refundable application fee, the cancellation penalties outlined in the procedure section may apply.

PURPOSE

This purpose of this policy/procedure is to ensure that students understand the required expectations for entering into a Housing Agreement, the ramifications of canceling the commitment and the imposed fee structure.

RESPONSIBILITY

The Interim Dean of Students and Director of Housing will be responsible for establishing, reviewing & updating procedures for the administration of this policy.

PROCEDURE

CANCEL on or before February 28-student will be granted a release and will not have a cancellation penalty.

CANCEL March 1-April 30-student will be granted a release and will be responsible for paying a \$250 cancellation penalty.

CANCEL May 1-July 31-student will be granted a release and will be responsible for paying a \$500 cancellation penalty.

CANCEL August 1-through end of the drop/add period-student will be granted a release and will be responsible for paying a \$1,000 cancellation penalty.

CANCEL within the fall semester-student granted release after fall semester drop/add will be responsible for paying a \$2,500 cancellation penalty.

CANCEL for the spring semester before January 1, student will be responsible for paying a \$3,500 cancellation penalty. Cancelling after January 1 will result in the student being responsible for paying fees equal to the full spring semester housing cost.

If newly contracting for spring –

CANCEL on or before December 31-student will be granted a release and will not have a cancellation penalty.

CANCEL January 1-through end of the drop/add period-student will be granted a release and will be responsible for paying a \$1,000 cancellation penalty.

CANCEL within the spring semester-student granted release after spring semester drop/add will be responsible for paying a \$2,500 cancellation penalty.

In addition to the cancellation penalties outlined above, if a student terminates this agreement after the semester starts, the student will be charged a prorated per diem rate for those days.

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Exceptions will be granted for students who will graduate at the end of the fall semester, leave the main campus to attend classes at the Sayre Campus or participate in an approved internship, military deployment, student teaching assignment outside of the Mansfield area (50-mile radius) or exchange program aboard in lieu of classes on the Mansfield University campus. Additional information may be requested in order to grant the exception. Exceptions are made on a case-by-case basis.

Your eligibility to live in on-campus housing is not guaranteed. A criminal record, code of conduct violation or other health, safety or welfare issue or an outstanding bill may preclude you from living in on-campus housing. Mansfield University reserves the right to cancel the Housing Agreement for such reasons. Residents dismissed from a residence hall for disciplinary reasons are not eligible for a refund of room charges.

Distribution

This policy will be posted to the Policies and Procedures web page and will be included in the Policies section of the current undergraduate catalog.