

Board of Trustees of the Nebraska State Colleges

Auxiliary Operations

POLICY
NAME: Student Housing Costs

POLICY
NUMBER: 9401

A. PURPOSE

To provide details related to student housing costs and refunds.

B. DEFINITIONS

1. **Refund** – The amount to be credited on a student's account or returned to the student related to various actions that impact tuition, fees, housing and food plan costs.

C. POLICY

1. **Housing Rates**

The Board shall approve all housing rates and mandatory fees for student housing as part of the annual housing and food plan rates approval process.

1.1. Processing Charge

A non-refundable student housing contract processing charge is to be submitted with the initial application for on-campus student housing. Rooms may not be assigned until the processing charge is received. The charge is only required once, if there is no interruption (summer terms excluded) in on-campus living. If there is a break in on-campus living, the charge will be required again with the new application.

2. **Housing Contracts**

The Colleges may require housing contracts with students for the fall and spring term, or a single term or session.

3. **Housing Refunds**

3.1 Administrative Withdrawals

Students that withdraw from school or have appropriate administrative approvals to terminate their housing contract for extenuating circumstances will be eligible to receive prorated refunds of their housing charges through 60% of the term. Refunds shall exclude the room reservation processing charge.

3.2. Broken Contracts

Students that break or cancel their housing contracts shall receive a refund according to Policy 6503.

SOURCE:

Neb. Rev. Stat.

Neb. Rev. Stat. 85-314 Board of trustees; rules and regulations.

Neb. Rev. Stat. 85-408 Dormitories; housing facilities; other facilities; rates, fees, or charges, pledge for payment of bonds; surplus; approval by Legislature.

Policy Adopted: March 1994

Policy Revised: November 2010, April 2024, Effective August 2024