



Administrative Policy

Policy Title:	Housing Deposit Policy
Policy Number:	1409
Date Adopted:	12/15/2015
Version:	1.0
Review Cycle:	Annually
Date Last Reviewed:	9/17/2015
Office Responsible:	Residence Life
Reviewing Committee:	Leadership Council
Related Policies:	Housing Acceptance Criteria
Related Laws:	NA

Policy Summary:

The purpose of this policy is to establish standard operations for students applying for and residing in housing at Jackson College. A housing deposit is required to live in Campus View Housing.

Scope:

The policy applies to all current and prospective residents of Campus View Housing, as well as the staff responsible for administering related policies and procedure.

Definitions:

Campus View Housing: All Jackson College housing units located on Central Campus. Campus View 1, Campus View 2 and Campus View 3.

Housing Exit Form (HEF): This form is to be filled out during a student's check-out and does not guarantee the return of their deposit. Only administrators in housing are certified to use the HEF and to check out students from their assigned suite/room in Campus View Housing.

Residence Life staff member: A Residence Life staff member includes the Director of Housing, Assistant Director of Housing and Resident Director (RD).

Policy Statement:

The deposit for housing at Jackson College is \$300.00 and is due at the time that the student submits her/his contract. The deposit is refundable so long as the student does not incur any additional charges during their stay and complies with and follows the guidelines listed for a proper checkout.

It is the student's responsibility to initiate the check-out process by contacting the Director of Housing or designee. Once a student sets up a time to meet with a Residence Life staff member a Housing Exit Form (HEF) must be completed. This form is to be filled out during a student's check-out and does not guarantee the return of their deposit. However, if a student does not complete this form at the end of the check-out they will not be entitled to their deposit.

In order for a student to be eligible to receive their housing deposit the following check-out criteria must be met:

1. The student must contact the Director of Housing prior to their departure and schedule a time for check-out with a Residence Life staff member.

2. The student must remove all of their belongings, clean their space and return all furniture back to its original location prior to check out.
3. The student must appear at the scheduled time to meet with a residence life staff member to complete the proper check out process. The Residence Life staff member will accompany the student to their room and complete a Housing Exit Form (HEF).
4. The student, after completing the form, must turn in all keys and Jackson College ID to the Residence Life staff member. Amount of refund will be determined based on the HEF and any charges occurred during the students stay in Campus View. Contact the Director of Housing if you have any questions regarding this process.
5. The Check-Out process is required upon departing Campus View.

Deposit Refunds of the housing deposit are given to students after they leave Campus View Housing or do not return to Campus View for the following semester and after it has been determined that no charges are pending. This generally takes 30-60 days after the end of the semester.

To be eligible for a deposit refund, the Housing Exit Form (HEF) must be completed and the proper check out process must be followed.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
9/17/15	1.0	Initial Release	Heather Bateman