I. Policy

The university establishes room charges for the academic year which will be assessed on the student account and are payable on a semester basis by the first day of classes. Failure to make full payment by the established deadlines will result in forfeiture of existing assigned space. Students continue to be responsible for spring semester fees until the housing contract is canceled. In all events, no student will be allowed to occupy an assigned room unless all room charges are paid in the time and manner established by the university. Failure to pay room charges as required may be cause for dismissal from University Housing. Delinquent accounts are referred to credit bureaus and a collection agency. Students are responsible for the costs of collection including interest, penalties, collection agency fees, court costs and attorney fees. All students are required to pay a $100 room fee/deposit and an additional $50.00 non-refundable application fee. Housing fees must be paid prior to established deadlines.

II. Procedure

A. Summer Housing

With the exception of the items noted below, summer school housing policies and procedures mirror those outlined above for the academic year undergraduate housing.

1. Eligibility: Students do not need to be enrolled in either May or summer session to be eligible to reside on campus during both summer sessions. However, students must be preregistered for the next fall term. Residents must abide by all housing regulations including those outlined in the Student Code of Conduct, University Policy STAF 6.26 and University Housing Policies and Regulations, University Policy STAF 4.03.
2. Cancellations and Refunds: Specific cancellation dates for summer housing are available online after March 1 each year at [http://www.housing.sc.edu](http://www.housing.sc.edu).

B. Cancellations

1. The University may cancel the Occupancy Agreement if:
   
a. The student ceases to maintain a full-time enrollment status due to voluntary or required withdrawal or fails to register by the first day of classes.

b. The student fails to occupy an assigned space by the first day of classes.

c. The student violates any other term of the contract or ceases to be eligible for housing.

2. Residents who withdraw from the university may be eligible for a prorated refund of housing charges (no refunds are issued during the last six weeks of a fall or spring semester), minus cancellation charges. If a refund is applicable, it will be calculated from the date the student properly checks out from and vacates their residence hall and will be applied to the student account. If a student fails to properly check out from their residence hall or fails to submit a Housing Cancellation form, they will continue to be liable for their room charge. Students must vacate the residence hall within 48 hours of withdrawing from the university.

3. Students who are required to withdraw from housing or the university for academic reasons or disciplinary dismissal will not be eligible for a refund and remain liable for the current academic semester charge for housing. Students who are required to withdraw for the spring semester, but who did not vacate and properly check out by the end of the fall housing period, may be responsible for an additional prorated spring housing charge.

4. Students who choose to move out of campus housing yet remain enrolled as a student will continue to be liable for the current academic semester charge for housing.

5. Residents leaving for approved spring study abroad programs must properly check out from and vacate their residence hall by the end of the fall housing period to avoid the spring cancellation fee.

6. Residents who graduate mid-year will have their spring housing assignment canceled automatically as long as their graduation date is properly recorded with the Office of the Registrar no later than December 1. These residents will not be billed any cancellation charges provided they properly check out from and vacate their residence hall by the end of the fall housing period.
7. Failure to occupy an assigned space does not constitute cancellation of the Occupancy Agreement. Students who fail to check in or occupy their assigned space on an ongoing basis may forfeit their room assignment but will still be liable for the full financial obligation until such time that the Housing Cancellation form has been submitted and approved and the student has properly checked out from and/or vacated the residence halls.

8. Any requests for waivers of cancellation fees and/or forfeited housing costs due to extraordinary circumstances must be submitted by the student in writing, with documentation, to the Direct of Housing Administration or designee. The waiver request must be received within ten (10) business days of when the student leaves the residence hall. Please visit http://www.housing.sc.edu for a complete schedule of fees.

III. Related Policies

Student Code of Conduct, University Policy STAF 6.26

University Housing Policies and Regulations, University Policy STAF 4.03

IV. Reason for Revision

Policy organization, content and accuracy were reviewed and the policy procedures were revised to reflect current fees and practice.