

**ELIZABETH CITY STATE UNIVERSITY
Housing and Residence Life Application Charge
and Cancellation Policy**

Preamble

Elizabeth City State University (ECSU) has limited residential housing on campus, and offers residential living to students that are admitted and enrolled at the University. A student accepting an assignment in any university residence hall at the beginning of the semester is responsible for the payment of room and board for the entire semester. The intent of this policy is to keep housing assignments current and to ensure housing needs are accommodated.

1. Application Charge:

- A) Students will be charged \$125.00 to process their application for a housing assignment.
- B) The application charge does not guarantee a housing assignment, does not go towards the payment of any future housing charges, and is non-refundable.

2. Cancellation:

- A) Students who cancel housing prior to the beginning of the semester will be charged a \$100.00 cancellation charge, and the \$125.00 application charge is non-refundable.
- B) Students who cancel housing on or before the end of the first week of classes will be charged 20% of the housing cost, a \$100.00 cancellation charge, and the \$125.00 application charge is non-refundable.
- C) Students who cancel housing after the first week of classes will be charged 50% of the housing cost for the next four weeks of the semester.
- D) Students who cancel housing after the first four weeks of classes will receive no refund.
- E) Students who are evicted from on campus housing will be responsible for payment of the entire semester.
- F) In the event of a student's sudden death, Policy Number 500.4.2 in the University Policy Manual will take precedence.