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EXHIBIT 1 – REQUEST FOR STUDENT HOUSING BETWEEN ACADEMIC SEMESTERS

Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury	Signature: 	Effective Date: August 12, 2004
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**1.0 PURPOSE and SCOPE**

It is the policy of the State University of New York College at Old Westbury (the College) to provide housing and meals, if appropriate, for a limited period to Students required to remain on campus to participate in athletic or other organized College programs. This policy also addresses housing for other Students who desire to remain on campus between academic semesters.

**2.0 RESPONSIBILITIES**

- 2.1 The Vice President for Student Affairs has overall responsibility for implementing this policy and for approving the Student's request for housing between academic semesters. The Vice President is also responsible for approving the Sponsored-prepared program which details the services to be performed and hours to be worked by the Student while residing on campus.
- 2.2 The Student is responsible for reporting to the Sponsor upon arriving at the campus. The Student must be in good academic and financial standing at the College, i.e., having been admitted, registered, paid appropriate tuition and fees for the upcoming academic period to receive College provided housing. If any Student desires to remain on campus he or she must obtain approval from the Vice President of Student Affairs.
- 2.3 The Sponsor is primarily responsible for working with the Student and other College personnel in securing and coordinating the Student's stay on campus. Specifically, the Sponsor is responsible for forwarding the Student's request to stay to the Vice President for Student Affairs; establishing arrangements before the Student's arrival on campus; confirming registration and payment information with the Registrar and Bursar Offices; working with the Office of Residential Life in securing housing and meals; and, preparing and monitoring a service program which ensures that the Student performs the service and work the hours prescribed in the specific College program or organized activity. The Sponsor must obtain approval of the service program from the Vice President for Student Affairs.
- 2.4 The Office of Residential Life, under the supervision of the Vice President for Student Affairs and the Director of Residential Life, is responsible for housing the Students and managing the day-to-day operations of the residence halls.
- 2.5 The Facilities Department, under the supervision of the Director of Facilities is responsible for cleaning and maintaining the residence halls and for providing assistance to the Office of Residential Life during the Students' period of housing.
- 2.6 The Bursar's Office, under the supervision of the Chief Financial Officer, is responsible for the billing and collecting of tuition, fees, room and board and other charges, and for confirming Student payments as necessary.
- 2.7 The Business Compliance Office, under the supervision of the Chief Financial Officer, is responsible for calculating the housing fee to charge certain Students and for performing periodic compliance reviews of this procedure.

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**3.0 DEFINITIONS**

3.1 **Exempt Student:** An Athlete, Residence Hall Assistant, Safety Aide or Orientation Leader requested to report to campus to participate in College endorsed programs and activities.

3.2 **Voluntary Student:** A Student electing to remain in a residence hall during the period between academic semesters. The Student must have obtained approval to remain on campus from the Vice President of Student Affairs and is required to pay for such housing.

3.3 **Up-State Student:** A Student whose official residence is in New York State and the distance from such residence to the campus is greater than 325 miles.

3.4 **Out-of-State Student:** A Student whose official residence is in a state other than New York State.


3.5 **Sponsor:** The employee that coordinates all aspects of the Student’s stay on campus. Examples of Sponsors would be the Athletic Director for Athletes, the Director of Residential Life for the Residence Halls Assistants or the Chief of University Police for Safety Aides.

3.6 **Winter Shut-down:** The winter shut-down time frame is defined by the Human Resources Department and it usually occurs near the end of December. During this time Students may have to be relocated to another residence hall to support energy conservation efforts.

3.7 **Periods and Students Covered:** This policy covers periods between the regular Fall and Spring academic semesters. The periods covered for eligible Students are sport specific and are as follows:

- 3.7.1. **ATHLETES**
  - a. **Fall Semester:** Approximately two weeks prior to the Fall Semester. Housing commences on the NCAA published date for the start of the Fall pre-season sports practice period.
  - b. **Winter Intercession:** Approximately four weeks between the last class of the Fall Semester and beginning of the Spring Semester, including the winter shut-down.
  - c. **Subsequent to the end of the Spring Semester:** Approximately two weeks after the residence hall is closed until one day after any remaining post-season tournament.
- 3.7.2 **RESIDENCE HALL ASSISTANTS –** Approximately two weeks prior to commencement of Fall and Spring Semester for training.
- 3.7.3 **SAFETY AIDES –** Approximately three days prior to opening the residence halls for the Fall and Spring semester.
- 3.7.4 **ORIENTATION LEADERS –** Approximately one week prior to the scheduled new Student orientation program.

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3. 7.5 UP-STATE AND OUT-OF-STATE STUDENTS –Time period varies based on the individual Student’s circumstances, the geographic location of a Student’s home or other relevant factors (including winter shut-down time frame). On an exception basis, these State Students may be housed up to three days before the start of an academic semester. Such exception requires the Sponsor to secure approval from Enrollment Management Services, Residential Life and Business Compliance *prior* to arrival on campus. These Students must have paid the required tuition and housing deposits.

**4.0 PROCEDURE**

4.1 RESIDENCE HALLS STAY

- a. The Sponsor should submit the “Request for Student Housing Between Academic Semesters” (Exhibit 1) form to the Vice President for Student Affairs at least *two* weeks in advance of the intended stay. The request must list the Student’s name and identification number and indicate the reasons the Student wants to remain on campus. The service program portion of the request should describe the service to be performed by the Student and the hours to be worked.
- b. The Vice President for Student Affairs will provide a signed list (or copy of the student’s request) to the Office of Residence Life and the Bursar’s Office. The signed list or copy of the request will serve as the authorization to house the students.
- c. Once Students have been approved to stay, the Office of Residence Life will make room assignments and the Facilities Department will assist Residence Life staff in housing the Students in one residence hall.
- d. Students are prohibited from having guests, friends or relatives staying overnight in the residence halls during their stay.

4.2 MEALS

- a. The Sponsor will arrange for the Student’s meals, as required.
- b. The Sponsor will provide the Office of Business Compliance a copy of the estimated food costs and payment arrangements at least *two* weeks prior to the finalizing arrangements with the food service provider.
- c. The Sponsor must submit a completed purchase requisition for meals to the Purchasing Office at least *two* weeks before the Student arrives on campus.
- d. The Sponsor is strongly encouraged to use of the College’s food service provider. Contact the Office of Business Compliance for information on the College’s food service provider.

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4.3 FEES & CHARGES

4.3.1 For the purposes of this policy, Students will be grouped into two categories:

a. Exempt Students – Those requested to stay due to a College program.

1. This includes Athletes, Residence Hall Assistants, Safety Aides and Orientation Leaders.
2. A monetary fee will *not* be charged for residence halls during the periods identified in Section 3.7. Students will be required to perform prescribed services and hours of work for each night spent in the residence hall.
3. The service to be performed and the hours to be worked must be defined and approved by the Sponsor and the Sponsor’s supervisor before the program commences.
4. Documentation detailing the work completed by each Student should be forwarded to the Business Compliance Office immediately upon completion of stay, or if stay exceeds two weeks, after each two week period.

b. Voluntary Students – non Exempt Students who choose to stay on campus.

1. A fee will be charged for each night the Student remains in the residence hall.
2. The fee will be collected in advance of stay and billed weekly.
3. The fee will be calculated by the Business Compliance Office based on the last semester’s housing rate.

4.3.2 At the beginning of the period of residency, each Student must have a damage deposit account credit equal to *one-half* of a semester’s requirement. Any shortfall in the credit must be paid before the Student extends his or her stay. Destruction of College property will be charged to the Student’s damage account.

**5.0 REFERENCES**

The following authoritative documents were used in the preparation of this policy:


- 5.1 2002-03 NCAA Division III Manual, sections 15 and 16.
- 5.2 Survey of Housing & Meal Practices at SUNY Comprehensive Colleges compiled by OWC’s Division of Business & Finance.

**6.0 APPROVALS**

This policy was reviewed by the Acting Director of Residential Life, the Athletic Director, the Vice President for Student Affairs, the Vice President for Enrollment Management Services, the Chief Financial Officer, the Assistant to the President for Administration, and the Executive Vice President prior to approval by the President.

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**SUNY College at Old Westbury**  
**Request for Student Housing Between Academic Semesters**  
**(In Accordance With Procedure S-01)**



Date Submitted: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Sport or Program: \_\_\_\_\_

Period of Stay: from \_\_\_\_\_ to \_\_\_\_\_

Reason for Stay:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Description of Service Program (If Student not Paying for Room, Indicate Type of Service to be Performed and Estimated Hours of Work):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepare by: \_\_\_\_\_ Phone: \_\_\_\_\_  
Sponsor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President for Student Affairs