



Medical College of Georgia  
Academic, Research, and  
Student Affairs  
Policy Library

## Policy for Termination Of Residence Life Housing Agreement

### Policy 6.05

Volume 6 Enrollment &  
Student Services  
Chapter 05 Policy for  
Termination of Residence Life  
Housing Agreement  
Responsible Office: Residence Life  
Originally issued: August 1, 1968  
Revised: June 13, 2008

### Policy Statement

The Medical College of Georgia may terminate the Residence Life Housing Agreement, upon written notice, under certain conditions as outlined in this policy. These include if the student: ceases to be enrolled at the Medical College of Georgia; poses a threat to the health, safety, or well-being of another person; violates any of the provisions of the Residence Life Housing Agreement; or violates any Medical College of Georgia policies, including those stated in the Medical College of Georgia Student Handbook. Students must vacate the premises within 24 hours of termination of the agreement, but may request to remain for a two-week period. This policy also describes the conditions under which a student may request termination of the Housing Agreement and to what extent housing fees may be refunded under those conditions.

### Reason For Policy

Students (and their spouses and dependent children) living in Medical College of Georgia residence halls must abide by the conditions set forth in the Residence Life Housing Agreement. Failure to do so may result in termination of the Housing Agreement by the Medical College of Georgia. The Medical College of Georgia also recognizes that changes in the student's status may occur, such that the student may request to terminate the contract and be reimbursed for prepaid housing fees. This policy describes the conditions under which this may occur.

### Entities Affected By This Policy

All students at the Medical College of Georgia living in campus housing are affected by this policy.

### Who Should Read This Policy

Students who choose to contract for an assignment in Medical College of Georgia residence halls should be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Director, Residence Life	706.721.3471	<a href="mailto:residencelife@mcg.edu">residencelife@mcg.edu</a> <a href="http://www.mcg.edu/students/affairs/housing/index.htm">http://www.mcg.edu/students/affairs/housing/index.htm</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p605.pdf>

## **Related Documents**

Residence Life Agreement: available through Office of Residence Life

## **Overview**

This policy describes the conditions by which the Medical College of Georgia can terminate the Residence Life Housing Agreement, including the timeframe for vacating the premises. This policy also contains conditions under which a student may request termination of the Residence Life Housing Agreement and request partial refund of prepaid housing fees.

## **Process/Procedures**

**Termination of agreement.** Students contracting to live in Medical College of Georgia residence hall facilities are required to adhere to all Residence Life policies as stated in the Residence Life Housing Agreement and in the Academic, Research, and Student Affairs Policy Library. Failure to do so may result in termination of the agreement. In such cases, the Medical College of Georgia shall have the right to cancel the agreement and retain any prepaid housing fees.

The Medical College of Georgia may terminate the Residence Life agreement upon giving written notice to the student if:

1. The student ceases to be enrolled at the Medical College of Georgia.
2. The student poses to be a threat to the health, safety or well being of another person, in the view of the Medical College of Georgia.
3. The student violates any of the provisions of the Residence Life Housing Agreement.
4. The student violates any Medical College of Georgia policies, including those stated in the Medical College of Georgia Student Handbook.

Any student who withdraws or is involuntarily removed from the Medical College of Georgia is no longer eligible for housing effective immediately upon withdrawal or removal and must vacate the premises within twenty-four hours after withdrawal. However, students may submit a written request to the Director of Residence Life to temporarily remain in their housing assignment for a two-week period. If the request is approved and the student is permitted to remain in housing, the student shall sign a Non-student Housing Agreement and pay a pro-rated housing fee if housing fees have not already been paid for that time period. Students are not permitted to pay the housing fee with financial aid awards after their withdrawal.

**Conditions for refund of housing fees.** Students who vacate their residence hall assignment before the end of the housing agreement period are obligated to pay all housing fees due unless released under the terms of the agreement. Terms for requesting a refund are described as follows:

1. Students who voluntarily withdraw from school before completing 60% of the semester are entitled to a refund or a portion of the housing charges. The refunded amount is based on a pro-rated percentage.
2. Refunds to students receiving student financial aid will be coordinated with the return of Title IV Funds regulations of the Higher Education Act of 1965 as amended, state scholarships and grant regulations and regulations of the individual private scholarships and loans, as appropriate.
3. Students who complete their graduation requirements early, before completing 60% of the rental agreement payment period, may request a pro-rated refund.

*Policy for Termination of Residence Life Housing Agreement*

4. Students who leave school in order to participate in a clinical rotation in a location other than Augusta, Georgia, before completing 60% of the rental agreement payment period, may request a pro-rated refund.
5. Students who marry and desire to vacate their single occupancy housing facility (non-apartment facility) before completing 60% of the rental agreement payment period may request a pro-rated refund.

Students must submit a written request to the Director of Residence Life for refund of housing fees.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 6.05, Policy for Termination of Residence Life Housing Agreement, are:

Director, Residence Life	Discusses violations of policy with student and makes decisions regarding consequences of a violation (e.g., termination of housing agreement).
--------------------------	---