

Connecticut State University System

Developing a State of Minds

BR#05-9



RESOLUTION

concerning

AMENDMENT TO FEE SCHEDULE AND REFUND POLICY

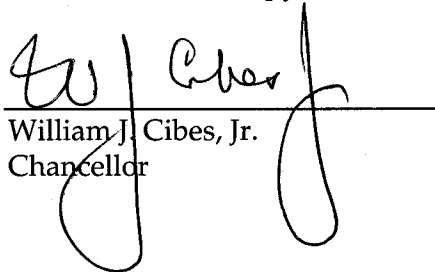
March 4, 2005

- WHEREAS, Pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...the Board of Trustees of the Connecticut State University System shall fix fees for tuition and shall fix fees for such other purposes as the board deems necessary at the university, and may make refunds of the same," and
- WHEREAS, The current Food Service refund policy states that Food Service Fees are to be refunded upon withdrawal from university housing or the University, and
- WHEREAS, A student's withdrawal from university housing does not necessarily mean that they desire to withdraw from the food service program, and
- WHEREAS, The current Food Service refund policy states, "Full weeks will be used to prorate", and
- WHEREAS, Food plans at the universities have evolved beyond the traditional "19 meals per week" plan to include plans with a certain number of total meals and sometimes a cash component that is available through activation on a meal card or the university's "one card", and
- WHEREAS, The types of food plans with cash components offered at each university vary, and
- WHEREAS, The cash component of each food plan is relatively small compared to the total plan, and
- WHEREAS, Each university has developed internal procedures to deal with this cash component when refunding the Food Service fee, since this component does not necessarily lend itself to proration in all cases, therefore be it

RESOLVED, That the Food Service Fee portion of the Fee Schedule and Refund Policy enumerated in BR#03-65 be amended as set forth in the attachment to this resolution, and be it further

RESOLVED, That these amendments to the Fee Schedule and Refund Policy are effective for Academic Year 2005-06.

A Certified True Copy:



William J. Cibes, Jr.
Chancellor

FEE SCHEDULE AND REFUND POLICY

FEE	TIME DUE	REFUND POLICY*
Food Service Fee	Fall Semester <u>not later than</u> August 1 Spring Semester <u>not later than</u> January 2	<ul style="list-style-type: none"> Meal portion of fee refundable, on a prorated basis, upon withdrawal from the University; or upon withdrawal from University housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University.

*All refunds will be made automatically upon formal withdrawal from a University.

ITEM

Amendment to Fee Schedule and Refund Policy

BACKGROUND

The Board of Trustees pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...shall fix fees for tuition and shall fix fees for such other purposes as the board deems necessary at the university, and may make refunds of the same."

ANALYSIS

The current Food Service refund policy, enumerated in BR#03-65, states that Food Service Fees are to be refunded upon withdrawal from university housing or the University. Participation in Food Service is often a requirement of residency in on-campus student housing. However, it does not automatically follow that just because a student withdraws from university housing they desire to withdraw from the food service program. Indeed, given the flexibility of many of the food service plans offered today, it is often desirable to the student to remain on a meal plan. Therefore, this proposal amends the existing refund policies to give students the option to remain on the food service plan upon withdrawal from University housing, if they so desire, by requiring that the student specifically request withdrawal from the food service program upon withdrawal from University housing, when the intent is to withdraw from both. To ensure that the student's reasons for withdrawing from food service are sound, and that they have planned alternatives to the University food service, the proposal also states that the University must concur with the student's request to withdraw from the food service program upon withdrawal from University housing.

In addition, the current Food Service refund policy states, "Full weeks will be used to prorate". However, food plans at the universities have evolved beyond the traditional "19 meals per week" plan. They now include plans with a certain number of total meals and sometimes a cash component that is available through activation on a meal card or the university's "one card". The refund policy needs to be updated to reflect this fact. Therefore, it is proposed that the sentence, "Full weeks will be used to prorate" be removed from the policy, thereby providing the university the flexibility to prorate using number of days or number of meals, as may be appropriate for the type of meal plan being refunded, in addition to number of weeks.

Also, the types of plans with cash components offered at each university vary; no university offers the same types of cash component plans. The cash component of each plan is relatively small compared to the total plan, and currently each university has developed internal procedures to deal with this cash component when refunding the food service fee, since this component does not necessarily lend

itself to proration in all cases. Therefore, it is proposed that the proration requirement be applied to the meal portion of the plan only. It is further proposed that the refund policy be amended to allow the cash component of the food service fee to be refunded according to procedures established at each university.

All of the changes to the refund policy would be effective commencing with students admitted to the university for Academic Year 2005-06.

CHANCELLOR'S RECOMMENDATION

The proposed amendments to the Student Fee Schedule and Refund Policy be approved.