

## Cambridge College Housing Policy

12/5/2013

To assist students in attending classes, Cambridge College may make room block arrangements with local hotels near College locations to provide housing that may be billed to a student's account. Charges for housing (and meals if offered/selected) must be paid prior to the start of a semester or arrangements made for financial aid with the charges being paid prior to the distribution of student refunds. Cambridge summer programs may provide housing with the same payment requirements.

Only current and active students taking classes at each particular site are eligible to request housing.

### **Policy**

1. All housing requests must be submitted on a "Housing Request" form provided each term in a housing packet from the Office of Events and Logistics. This is the only method by which housing arrangements will be made by the College. "Walk-in" reservations are not permitted.
2. Housing requests are on a "first come, first serve basis". If the room block is exceeded and rooms are not available at the contracted hotel the College assumes no responsibility for finding alternative housing or providing payment arrangements at another hotel.
3. All housing requests must be made by the date set forth on the "Housing Request" form.
4. Cancellation of submitted housing requests will only be accepted up to the official Cambridge College add/drop calendar date for each term. Cancellations must be submitted to the Office of Events and Logistics on the "Cancellation" form provided in the housing packet. Verbal notification of a reservation cancellation will not be accepted, nor are cancellations made to the hotel acceptable for refund purposes. Any request after the drop/add date will not be accepted or processed and charges against the student's account will not be refunded. There are no refunds for failure to submit a complete and timely "Cancellation" form.
5. Changes to a reservation may only be made by cancelling the unwanted dates and then submitting a new Housing Request form.
6. The only refunds that will be processed are if:
  - a. A student must withdraw or take a leave of absence from all classes for the term due to serious medical condition. (*Any refund will be subject to the College's refund and repayment policies as outlined in the Academic Catalog.*)
  - b. A class is cancelled. (*The student is still responsible for submitting a "Housing Cancellation/Change" within five (5) days after the class cancellation.*)
  - c. A class meeting time is cancelled or re-scheduled by the instructor or College Administration.
  - d. Death in the family with services held within one day, before or after, the class date and then only for the class date missed. The definition of Family for this paragraph is defined as: mother, father, daughter, son, sister, brother, grandmother, grandfather, step-parent, step-child. Proof of death and relationship is required. The College reserves the right to deny a refund if it is deemed the documentation is inadequate.
  - e. *Any refund will be subject to the College's refund and repayment policies as outlined in the Academic Catalog.*
7. If the student fails to check in on a confirmed date, the remainder of the stay will be cancelled without refund.

- a. If a student will be unable to check in on the first day of a confirmed reservation the student must call the hotel and confirm they will arrive on the next day of the reservation. There will be no refund for the missed first day reservation.
8. The College shall determine prior to the start of each academic term the per night charge for housing, to include taxes and fees. A meal option may be available at some locations. (*There are no refunds or credits for unused meal vouchers.*) The housing packet will have price information.
9. Only the room charge, room tax, and room fee (and meal plan if offered as part of the housing package) may be billed to the master account. Cambridge College will not be responsible for other incidental charges.
10. Registered students will be required to meet the hotel's policy for posting a credit card or cash deposit at check-in, see the housing form for specific information, and for providing photo identification.
11. Single and Double occupancy is available:
  - a. If double occupancy is chosen, the second student's full name and ID# **must** be provided at the time of request. Housing is on a "first come, first served" basis and double occupancy housing reservations cannot be made until both students have submitted their housing request form.
  - b. The request must be mutual; each student must request the other.
  - c. Should one room occupant cancel or change their housing reservation, the other room occupant will be charged the full room cost unless any of the conditions under refunds are the reason for the cancellation or change.
  - d. Cambridge College will not assign roommates.
12. Any guest leaving an unattended minor child (under the age of 12 as mandated by Georgia law) in his/her room while attending class may be asked by the hotel to immediately leave the hotel property with no refund by the College.