



## RESIDENCE HALL CANCELLATION AND REFUND POLICY

### PURPOSE

To establish a mechanism for students to cancel their residence hall room and determine their refund eligibility.

### STATEMENT OF POLICY

Students who wish to cancel their residence hall room must notify LIU Promise by completing the [cancellation form](#) to be eligible for a refund. The effective date for a student’s cancellation is the date on which the student has completed all of the following requirements:

- Submits the Residence Hall Cancellation Form
- Vacates and removes all personal belongings from their assigned room
- Properly checks out with residence hall staff

A refund will be initiated upon completion of the cancellation process. Refunds are issued to a student’s Student Financial account and are first applied to any outstanding balance before being credited back to a student. Meal plans are not eligible for a refund once the semester begins.

Refund eligibility for residence halls rooms are determined according to the schedule below:

<b>Withdrawals during</b>	<b>Fall/Spring</b>	<b>Summer</b>
1 <sup>st</sup> Calendar Week	90%	60%
2 <sup>nd</sup> Calendar Week	75%	25%
3 <sup>rd</sup> Calendar Week	50%	No Refund
4 <sup>th</sup> Calendar Week	No Refund	No Refund

Students who are restricted from the residence halls or removed from housing due to violations of the Student Code of Conduct or other policies of Long Island University are not eligible for a residence hall refund.

**POLICY TYPE: STUDENT AFFAIRS**