

Section: Business and Support Operations

Section Number: 3.12.2

Subject: Housing: Residence Hall Deposits

Date of Present Issue: 06/06/00

Date of Previous Issues:
07/71, 03/96

PROCEDURE

| <u>WHO</u> | <u>WHAT</u> |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>If payment is made at Student Service Center:</u> | |
| Student Service Center | <ol style="list-style-type: none">1. Accepts funds for deposit and issues counter receipt with student's name and I.D. number.2. Distributes copies as follows:<ol style="list-style-type: none">a. original to Business Operations for coding and data entryb. yellow copy to Housing Officec. pink copy to student. |
| Business Operations | <ol style="list-style-type: none">1. Codes receipt with subcode and enters into student accounting system. Balances deposit entry batch daily. |
| <u>OR if payment is made at Housing Office:</u> | |
| Housing Office | <ol style="list-style-type: none">1. Accepts funds for deposit and issues counter receipt with student's name and I.D. number.2. Makes up daily deposit and distributes receipt copies as follows:<ol style="list-style-type: none">a. original to studentb. yellow copy attached to deposit for Business Operationsc. pink copy is retained in Housing Office.3. Writes up counter receipt for Housing Office deposit. Cashier verifies receipts, keeps original and gives yellow copy to Housing Office. |
| Business Operations | <ol style="list-style-type: none">1. Codes receipt with subcode and enters into student accounting system. Balances deposit entry batch daily. |
| <u>Following payment:</u> | |
| Administrative Computing | <ol style="list-style-type: none">1. Runs monthly Alpha Deposit listing with the following information for all deposits not refunded or forfeited:<ol style="list-style-type: none">a. date deposit was receiptedb. deposit receipt numberc. student's named. student's I.D. numbere. amount of deposit. |
| Business Operations | <ol style="list-style-type: none">1. Reconciles Alpha Deposit listing to general ledger. |
| Housing Office | <ol style="list-style-type: none">1. Forwards, at the time of a student's departure from the residence hall, the copies of the Residence Hall refund form to Business Operations for action. The copies must show the following information:<ol style="list-style-type: none">a. address, I.D. number, cashier's receipt number, date of receipt, and reason for processingb. check out date or cancellation datec. number of weeks to be charged room and boardd. indicate if early termination fee for breaking housing contract appliese. indicates if environmental fee is to be chargedf. indicates if full term room and board charges applyg. name of residence hall in which student last residedh. damage or other chargesi. signature by Director of Housing for refund or forfeiture authorization.2. Sends a copy of memo to Financial Aid for students moving off campus for possible aid adjustment. |

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| Business Operations | <ol style="list-style-type: none">1. Codes and enters pertinent adjustments to charges. Calculates refund and completes form. Enters refunds. Prepares refund batch and forwards batch to accounting clerk.2. In the case where the deposit is applied to various charges, writes letter to student to explain how funds were used.3. Verifies checks created in nightly run to refund batch and files yellow copy in student disbursement files.4. Returns pink copy of the Residence Hall Deposit Refund form to the Housing Office with action taken noted on the form.5. Mails refund check to the student. |
| Housing Office | <ol style="list-style-type: none">1. Files the completed pink copy in the student's inactive file. |