



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Budget](#)

**Policy Title:**

Residence Hall Operations Under IFR Procedures

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This policy item applies to:  
State-Operated Campuses

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**Summary**

The State University of New York (University) residence halls are operated under the Income Fund Reimbursable (IFR) system that requires that all operating costs, fringe benefits and debt service costs of the residence halls be funded from income generated through the Residence Hall Income Fund Reimbursable. Each individual campus under this system is responsible for paying the operating expenses of the residence halls at its campus. Each campus also determines its room rates, within University-wide guidelines.

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**Policy**

**Students (including special students in residence for a full semester)**

The State University of New York (University) residence halls are operated under the Income Fund Reimbursable (IFR) system that requires that all operating costs, fringe benefits and debt service costs of the residence halls be funded from income generated through the Residence Hall Income Fund Reimbursable. Each individual campus under this system is responsible for paying the operating expenses of the residence halls at its campus. Each campus also determines its room rates, within University-wide guidelines.

A. General

- 1. Rents shall be fixed within University-wide guidelines according to the approved campus schedule. These rents shall be subject to approval by the chancellor or designee during the annual budget process.
  2. Rents are to be collected in advance of occupancy.
  3. Students shall be given due notice of any changes in room rental rates occurring because of a change in the status of the student's room. No student shall be charged an increase in rates for reasons beyond his/her control during the minimum period of obligation established under the

campus's refund policy for room rentals as specified in section C.3.a.

4. It is the obligation of the campus, whenever possible, to assign students to residence hall rooms at designed capacity.

#### B. Advance Room Deposit

An advance room deposit may be collected, at a level to be set by each campus, subject to the senior vice chancellor's approval through the process of establishing room rates.

- 1. An advance deposit may be required prior to each fall semester.
  2. Each campus shall establish a policy and procedures for the refund of advance room deposits. Such policy must conform to the general guidelines for room rate refunds provided below in section C.3.

#### C. Rent and Payment Schedules

- 1. Rate Application and Room Accommodation
    - - a. Whenever rooms, suites or apartments (see Definitions) are occupied by fewer persons than the number for which the facilities were designed but not by request and beyond the control of the students, the occupants will be charged the campus's usual rental per bed for such units when occupied at designed capacity.
      - b. If there are insufficient rooms to accommodate the student requests at the established rates, whether in total or of a specific type, the college should establish a priority system (or a lottery) to determine the assignment of rooms.
      - c. If there are insufficient student requests to occupy the available single rooms at the campus single rates and an excess of demand for double rooms, the college should assign the additional students via a lottery to single rooms and charge the campus standard double room rate.
      - d. Whenever rooms, suites or apartments are occupied by fewer persons than the designed capacity, such occupancy being at the request of the occupants and NOT resulting from room assignment by the college over which the student has no control, the occupants shall pay the appropriate occupancy rate listed on the schedule of rates.
      - e. Whenever rooms, suites or apartments are occupied by more persons than the designed capacity, such occupancy resulting from assignment by the college over which the students have no control, the rental per bed shall be charged at a reduced rate
      - f. When occupancy begins after the beginning of the semester, the rental for less than a full semester will be calculated by dividing the semester rental by the number of weeks in the semester and multiplying the number of weeks of occupancy.
      - g. Campuses may set their own summer session, intersession and guest rental rates. These will not be reviewed by the senior vice chancellor; however, they should conform to the following guidelines and campuses are required to forward these rates to the office of the vice chancellor for finance and business:
        - i. such rates should at a minimum cover operating costs; and
        - ii. daily and weekly guest rental rates for non-students but for University-related

purposes should be reasonably standardized on an individual campus:

- all revenue collected under this section shall be deposited in the Residence Hall Income Fund Reimbursable
- all campuses are required to keep an official guest register and all guests must be entered in the register.

- 2. Collection of Rental Obligations

- a. All rentals are payable in advance of occupancy.
- b. Advance payments for the academic year must be collected on a half semester or semester basis. Advance payments for summer sessions or special terms in excess of one week in duration must be collected for the period of the summer session or special term.
- c. Deferral of payment - When a student's fees and charges are supported by a state or federal program, and the advance payment required by this procedure would cause undue hardship to the student, the president may allow waiver of the advance payment until receipt of the payment by the student from the state or federal authorities. Such waivers shall be based upon evaluation of appropriate student financial aid forms filed in a timely manner.
- d. Waiver of Rentals - Room rent may be waived for the following:
  - i. resident assistants - In accordance with standards established by the vice chancellor for student affairs and special programs; and
  - ii. certain other waiver categories may be established on approval of the vice chancellor for finance and business.
- e. Special collection schedules, other than those specifically identified herein, must be approved in advance by the vice chancellor for finance and business.

- 3. Room Rental Refund Policies

- a. Each campus shall formally establish and publish a written refund policy for room rents and advance room deposits. The room rent refund policy shall establish the student's minimum period of obligation and shall include procedures to define and deal with exceptional circumstances.
- b. Special refund policies and procedures shall be established by each campus for summer session students.
- c. Each campus shall establish a policy and procedure to refund room rental or other residence hall charges made in error.
- d. The campus refund policies shall be published in the campus student handbook, the college catalog, cited in the residence hall license, and filed with the vice chancellor for finance and business.

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## Definitions

**Single Room** - a room designed for occupancy by one person.

**Double Room** - a room designed for occupancy by two persons.

**Triple Room** - a room designed for occupancy by three persons.

**Quadruple Room** - a room designed for occupancy by four persons.

**Quintuple Room** - a room designed for occupancy by five persons.

**Sextuple Room** - a room designed for occupancy by six persons.

**Suite** - a group of rooms usually consisting of a bath, two or more bedrooms, and often including a living or study room (usually designed for occupancy by four or more persons).

**Apartment** - a group of rooms representing a separate living area which would include spaces designated as bedrooms, study/lounge area, kitchen and bath facilities (usually designed for occupancy by two or more persons).

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## Other Related Information

[Fees, Rentals, and Other Charges](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

There are no forms relevant to this policy.

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## Authority

State University of New York Board of Trustees Resolution Board of Trustees Resolution 85-255, adopted November 18, 1985.

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## History

State University of New York Board of Trustees Resolution Board of Trustees Resolution 84-82, adopted April 24, 1984.

State University of New York Board of Trustees Resolution Board of Trustees Resolution 64-290 adopted December 10, 1964.

State University of New York Board of Trustees Resolution Board of Trustees Resolution 56-48 adopted May 10, 1956.

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## Appendices

There are no appendices relevant to this policy.

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