Category: Financial Student Affairs Responsible Office: University Budget	**Policy Title:** Residence Hall Telecommunications Policy Document Number: 7606 Effective Date: September 01, 1991 This policy item applies to: State-Operated Campuses

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Summary

The State University of New York (University) authorizes University campuses to use different options for charging students and for providing the service for different types of telecommunications services, including but not limited to the Dormitory Income Fund Reimbursable (DIFR) program; the Income Fund Reimbursable (IFR) program; and contracts between individual students and either the campus-based Auxiliary Services Corporation (ASC) or directly with commercial service providers.

Policy

A. Telecommunications services provided in student rooms located in residence halls may be charged to students in one or more of the following ways:

1. by utilizing the Dormitory Income Fund Reimbursable (DIFR) program;

2. by utilizing the Income Fund Reimbursable (IFR) program;

3. by contract between individual students and

   a. the campus-based auxiliary services corporations (ASC); or

   b. commercial service providers such as the local telephone company, cable television company, or other commercial provider;

4. a campus may use different options for charging students (and for providing the service) for different types of telecommunications services.

These options are largely independent of the type of entity actually providing the service.

B. When a telecommunication service is charged to students in rooms through the DIFR program, the following principles will apply, regardless of the type of actual service provider:

1. Campuses will be responsible for developing an equitable policy for recovering the costs of telecommunications services provided to the students in the residence halls.

2. The campus will establish a separate account to record the expenses incurred relating to the provision of telecommunications services in the residence halls. Other accounting procedures will be implemented as needed to assure the accurate recording of revenue collected from residence hall students for telecommunications services.

3. Charges to students for telecommunications services should recognize the difference in student usage patterns and requirements, e.g., as differentiated from those of administrative staff and faculty.

4. In general, telecommunications service rates should not exceed the costs for comparable services that students could obtain in the residence halls by contracting (as individuals) with a private vendor such as the local telecommunications service.

5. Campuses may include in the basic room rate equitable charges for providing telecommunications services throughout the residence halls. These charges should include consideration of the amortization costs for the acquisition and installation of networks or distribution systems, including switching equipment, conduit, cables, wiring and associated electronics.

6. If general cost-saving benefits to students or technical requirements warrant, and if supported by an appropriate consultation process with the residence hall students, campuses may include the costs of the telephone instrument and/or basic local telephone services in the dormitory room charge. Otherwise, telephone instruments and basic local service should be provided to students as an option in connection with appropriate charges and billing procedures.

C. When a telecommunications service is charged directly to individual students in dormitory rooms utilizing the IFR program, the following principles will apply, regardless of the type of actual service provider:

1. Such telecommunications services will be provided and charged solely at the option of the individual student.

2. Campuses must ensure and be able to document that, in charging for such services, students do not incur any duplication of charges, which have been included in residence hall room rates for start-up, development, installation or operating costs of telecommunications services.

D. When a telecommunication service in student dormitory rooms is charged through contracts between individual students and either the campus-based auxiliary services corporation (ASC) or commercial service provider(s), the following principles will apply, regardless of the type of service provider:

1. Each campus will work with the ASC or telecommunications service company representative to define the specific procedure and requirements to implement this policy, including the following:

a. The campus will be responsible for making arrangements with the ASC or telecommunications service company for disconnecting and reconnecting student rooms when such services are activated or deactivated for groups of rooms.

b. The campus will provide the ASC or telecommunications service company with sufficient information to permit the billing and collecting for telecommunications service, including lists of student dormitory room assignments and subsequent room changes.

2. Students who desire these services will be expected to arrange individually for such service with either the

ASC or the contracted service provider (e.g., the local telephone company).

3. The ASC or contracted provider will be solely responsible for billing and collecting charges for services directly from the individual student.

4. Campuses will not include these charges in the basic room rental rate or collect for contracted services on behalf of the ASC or commercial company.

Definitions

Telecommunications — a broad range of potential services, including but not limited to telephone, television, video, and data transmission.

Other Related Information

Auxiliary Services Corporations Guidelines

Fees, Rentals, and Other Charges

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

State University of New York Board of Trustees Resolution, 71-187, adopted June 30, 1971.

History

Memorandum to presidents from senior vice chancellor, 90-4, dated June 14, 1990 regarding dormitory telecommunications policy.

Appendices

Auxiliary Services Corporations Administrative Requirements - Exhibit B1