



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Budget](#)

**Policy Title:**  
Refund of Board

Document Number:  
7806

Effective Date:  
December 21, 1964

This policy item applies to:  
State-Operated Campuses

## Table of Contents

[Summary](#)  
[Policy](#)  
[Definitions](#)  
[Other Related Information](#)  
[Procedures](#)  
[Forms](#)  
[Authority](#)  
[History](#)  
[Appendices](#)

---

## Summary

This document outlines the policy and formula for calculating refunds of board plans at State University of New York (University) campuses.

---

## Policy

This document outlines the policy and formula for calculating refunds of board plans at State University of New York (University) campuses.

### Formula for Calculating Board Refund

- A. Board will be calculated by dividing the amount the student was charged by the number of weeks in the period paid for, and multiplying this by the number of weeks during which meals were eaten.
- B. Meals eaten during a portion of a week shall be considered as having been eaten for a full week. There shall be no refund for less than a week.
- C. The board charge will be credited to the proper account with the balance refunded to the student.

### Exception

- A. When a fee has been collected in error or in an amount in excess of the required amount of the fee, the fee or excess collected may be refunded.
- B. The request for refund shall include the reason for and the amount of refund.

## **Definitions**

There are no definitions relevant to this policy.

---

## **Other Related Information**

[Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges](#)

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

[Refund of Pre-Admission Deposits for Undergraduate Programs](#)

[Refunds - Students Whose Programs Drop Below 12 Credit Hours](#)

---

## **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 56-48, adopted May 10, 1956.

---

## **History**

There is no history relevant to this policy.

---

## **Appendices**

There are no appendices relevant to this policy.

---