

13.99.99.R0.27 University Housing
Approved September 6, 1983
Revised November 13, 1992
Revised August 26, 2010



Procedure Statement

The basic aims of the residence hall program is to provide students with campus housing which is in keeping with the stated goals and purposes of the university; to offer a wide variety of programs and facilities within the campus housing system; and to offer campus housing which recognizes the increasing maturity and personal growth of the students at Texas A&M University-Commerce.

Reason for Procedure

This procedure outlines the eligibility, contractual arrangement for room and board, and payment for living in campus housing.

Procedures and Responsibilities

1. GENERAL

- 1.1 Housing facilities are available for single and married students.
- 1.2 All full-time single, undergraduate students who do not commute and who have completed less than ten academic courses must live on campus. Exceptions to this policy are few and are made only in outstanding cases.
- 1.3 Students who do not commute and who desire to live off-campus must obtain the necessary form and permission from the Department of Residential Living and Learning before entering into contracts with off-campus agents.
- 1.4 All single freshman and sophomore students who commute must have on file in the Department of Residential Living and Learning a signed commuting authorization card with notarized parental signatures.
- 1.5 Falsification of housing records will result in disciplinary action.

2. ROOM AND BOARD CONTRACTS

2.1 Eligibility

2.1.1 Residents must be admitted students who are currently enrolled and registered for classes at Texas A&M University-Commerce.

2.1.2 Acceptance of this contract by the university does not constitute a commitment of admission to the university.

2.2 Period of Contract

2.2.1 The contract is for the full academic year consisting of fall and spring semesters.

2.2.2 The student and his/her parent, guardian, or other guarantor, if required, agrees that if the student attends A&M-Commerce and signs a Housing/Food Services Contract, he/she will live in university residence halls during the entire period of the contract, or that portion of the contract period that remains after his/her enrollment. Students with more than twenty courses may sign a one-semester addendum.

3. FOOD SERVICE

3.1 Residents can choose between any four meal plan options:

3.1.1 Long meal plan – twenty meals per week (meals not served on Sunday evening);

3.1.2 Fourteen meal plan – any fourteen of the twenty meals;

3.1.3 Short meal plan – any ten of the twenty meals; or

3.1.4 Eighty meal plan – any eighty meals served throughout the semester.

3.2 Only freshman students are required to live on campus and purchase a meal plan.

3.3 Refunds will not be given for meals missed due to academic scheduling problems or trips taken by the resident for academic or extracurricular purposes. For periods of sickness or hospitalization, a refund will be granted for only those meals missed in excess of fifteen consecutive meals.

3.4 Whenever possible, Food Services will assist residents having special dietary needs upon receipt of a letter or dietary plan from the student's physician. Refunds or reduced rates cannot be made because of special dietary requirements.

3.5 The student assumes responsibility for obtaining a valid meal card each semester.

3.6 The meal ticket is part of the Housing/Food Services Contract and is sold for the entire semester and may not be returned for credit. Tickets are not transferable to another student.

4. DEPOSIT AND RENT PAYMENTS

- 4.1 The \$100.00 prepayment, which must accompany the Housing/Food Services Acceptance Card and Application, will be credited to the student's Housing/Food Services account, unless the full contractual period is not fulfilled. The check-in payment must be paid either prior to or at the time of check-in.
- 4.2 Those students who qualify for financial aid, upon confirmation of the Financial Aid Office, will be given credit according to the amount of the aid. In those cases where the aid does not cover the check-in payment, the difference must be paid by the student at the time of check-in.
- 4.3 All payments are to be received at the Department of Residential Living and Learning located in Halladay Student Services Building.
- 4.4 Subsequent payments for each semester are due by the dates reflected on the Rate Schedule. Each student receives an individual billing prior to the date of each payment. Failure to make these payments may result in immediate suspension from the university and eviction from university housing.

Related Statutes, Policies, or Requirements

System Policy [Section 13. Students](#)
[Student Guidebook](#)

Contact Office

Director of Residential Living and Learning
903-886-5796