



**Cochise College
Administrative Policy**

**Category: Students
Policy Number: 4016
Title: Food and Housing Services**

The Dean of Student Services is responsible for maintaining residence halls and food service on the Douglas Campus.

Students living in the residence halls (excluding family housing) are required to participate in the food service plan as provided by the College. Students withdrawing from the college may be eligible for a meal plan refund, prorated on a weekly basis, up to four weeks after the start of the 17 week term. Students who are enrolled in only a first or second eight week term will be charged a prorated meal plan rate of 50% of a full 17 week meal plan. Departing eight-week only students are eligible for refunds, prorated on a weekly basis, up to two weeks after the eight week term begins. Any refund exceptions to this policy must be made in writing to the Dean of Student Services and must contain the rationale for the request along with any documentation requested by the Dean. Requests for exceptions to this policy will not be accepted by the Dean after 15 working days from the departure of the student.

**Procedure 4016.1
Housing Application**

Any person desiring to live in the residence halls or married student housing is sent a housing application. When returned, it is reviewed and if no security deposit accompanies the application, it is returned with a letter of explanation. If the security deposit accompanies the application, a receipt and letter of acknowledgment and pertinent information is sent to the applicant.

Each student living in the residence halls or married student housing shall be required to sign a contract outlining details and conditions of housing and food services.

**Procedure 4016.2
Renting of College Housing**

Cochise College employees are eligible to apply for Cochise College Housing if space is available. Rooms may be rented for no more than five months in duration. Certain employees may be required to reside in Cochise College Housing as a part of their official job responsibilities. Renters are accountable to follow all Cochise College Housing rules and regulations and must sign all appropriate housing paperwork. In the event that student requests for housing exceed available housing space, renters may be given 30 days evacuation notice.



Cochise College may only rent rooms to outside entities that are providing services essential or beneficial to the functions of the college. The Dean of Student Services is responsible for determining the permissibility of such renters. Renters are not required to participate in the food service plan provided by the college.