

NHTI HOUSING REFUND POLICY

REFUNDS

Students who officially withdraw from NHTI housing will receive refunds based on established schedules.

1. **Payment/Cancellation/Refund:** NHTI will establish housing fees yearly and will announce these proposed fees for each academic year. Upon non-payment of any fees or any charges herein provided, NHTI may refuse to register the student for next semester, issue transcripts, or allow the student to graduate. In order to ensure that accommodations are available to students wishing to live on campus, NHTI will refund the student's housing fee in accordance to the refund schedule. Subsequent to occupancy, no release from this agreement or refund can be provided unless the assigned room is left clean and all sign-out procedures, including return of keys and settlement of obligations, are completed. Effective date of release will be determined by the date of such completion. All students intending to reserve a space in NHTI housing must pay a housing deposit. Semester payment is due when indicated on the bill. Semester payment (less "estimated" financial aid – see Payment of Tuition and Fees policy) is due three weeks prior to the first day of the semester. (<https://www.nhti.edu/student-resources/bursar>).

2. **Residence Hall Refund Schedule:**

Provisions:

- A. If the housing agreement is cancelled, any amount of housing refund due to a student will first be applied to said student's current NHTI balance.
- B. The deposit is refundable if a written cancellation from the student is received by the Director of Residence Life by the end of the last business day before the student takes occupancy of the assigned room. After the student has taken occupancy of the assigned room, the Residence Hall Refund Schedule applies.
- C. If by Friday of the second week of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or is cancelled for any of the reasons in the Terms of Agreement, the student receives a 80% refund of the semester's housing fee.
- D. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after Friday of the second week of classes and before the fifth week, as designated by the academic calendar, will result in a 50% refund of the semester's housing fee.
- E. Cancellation for any of the reasons in the Terms Agreement or by mutual consent up to the tenth week of classes, as designated by the academic calendar, will result in a 25% refund of the housing fee.
- F. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after the tenth week of classes, as designated the academic calendar, will result in no refund of the housing fee.
- G. There are no refunds if a student is dismissed or suspended for student conduct violations.
- H. If a student requests early termination of the housing contract at the end of the Fall semester, the request will be considered only if received in writing by the Director of Residence Life before the second Friday of January. Early termination is subject to the Terms of Agreement and Residence Hall Refund Schedule.

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- I. If the student is not enrolled at NHTI for the Spring semester and requests termination of the housing contract by the second Friday of January, the student will be released from the Agreement and not responsible for Spring semester charges.
- J. If the resident is enrolled at another College or University for the Spring semester while residing at NHTI, they will be subject to refunds based on the Refund Schedule (see above).

BOARD

Board fees that are prorated for the remainder of the semester may be refunded when a resident student officially withdraws from housing. The fees will be computed on a weekly basis from the first day of the week following withdrawal.

NHTI may terminate this agreement and take possession of the room at any time for violation of the Terms of Agreement stated herein, for health reasons, possession of illegal drugs, or other explicitly stated reasons deemed sufficient by NHTI.

DAMAGES

Damages to the residence hall will result in an assessment to the individual or group responsible, based on the actual cost to repair or replace the item or structure affected. Any maintenance or safety violation found in any room will result in a fine. Any excessive mess or malicious damage in the common areas will result in a fine to the hall, group, or individual responsible.