

SUNY Maritime College Standard Operating Procedures

Common Area Damage Assessments

1.0 Purpose

This procedure establishes guidelines for setting up, and assigning common area damage fees to student accounts. This procedure also establishes issuing credit in cases where credit is due.

2.0 Persons Affected

This procedure affects all students and the following departments: Physical Plant, Office of Student Accounts, Office of Residence Life.

3.0 Policy

The purpose of this policy is to ensure that all common areas on campus are maintained in good condition; further, that any common area damages that occur in student areas where the damages are the direct result of student misconduct and not normal wear and tear, will be properly accounted for and billed to student accounts accordingly.

4.0 Definitions

- ❑ Common Area – a general area on campus where students congregate; a common area living space (for example, a student lounge)
- ❑ Common area Damage Report – report generated by the Director of the Physical Plant which summarizes all common area damages on campus during a given period of time
- ❑ Common Area Damage Fee – fee applied to student accounts for damages in any common area located on campus

5.0 Responsibilities

The Director of the Physical Plant will oversee reporting common area damages to the Director of Residence Halls, who will oversee the reporting of all damage fees to the Office of Student Accounts who will apply such charges to the appropriate students' accounts.

6.0 Procedures

6.1 Common Area Damage Fees

Every year, each student account will be charged a \$100 "Common Area Damage Fee". The purpose of this fee is to set aside monies for damages that occur to common living spaces in the dormitories and other common areas around campus.

This fee will be set aside and remain untouched on each student's account for the duration of the semester.

6.2 Assessing Common Area Damages

Beginning at the end of the first month of the first semester, and at the end of every month thereafter, the Director of the Physical Plant will create a Common Area Damage Report to be distributed to the Commandant of Cadets and the Director of Residence Halls. This Common Area Damage Report will include all damages on campus related to student activity.

These monthly reports will be tallied by the Director of Residence Halls no later than the last day of final exams at semester's end and a complete report with all common area damages will be formulated.

6.3 Formulating the Complete Report of Common Area Damages

The Director of Residence Halls will formulate a complete report of all common area damages for the semester and divide those damages according to pre-assigned common areas. The total amount of common area damages will be equally divided by each student living within those pre-assigned common areas. The divided amount will be applied equally to each student's account.

6.4 Divisions of Common Areas

Common areas will be divided as is indicated below:

Company A – All students residing in Company A

Company B – All students residing in Company B

Company C – All students residing in Company C

Company D – All students residing in Company D

Baylis Hall – All students residing in Baylis Hall

New Dorm – All students residing in New Dorm

Any common area Lounges (for example the TIV or the SER) – All students

Any other common areas on campus (for example the Gym Lobby) – All students

6.5 Applying Common Area Damage Fees to Student Accounts

At the end of the semester, when the Director of Residence Halls tallies all common area damages and applies those to the pre-assigned common areas, the report is turned over to the Office of Student Accounts who applies the charges to each student's account.

In the event that the common area damages do not exceed \$100 per student per year, the correct amount will be deducted from the \$100 fee and the balance will be refunded to the student **AT THE END OF THE ACADEMIC YEAR.**

In the event that the student's Common Area Damage Fee is used up during the year, the Office of Student Accounts will apply a the an additional \$100 fee in Common Area Damage Fees to the student's account, for the duration of that semester.

In the event that there are no common area damages the \$100 will be carried over to the second semester and if there are still no common area damages, the \$100 will be refunded to the student at the end of the academic year.

6.6 Appeal Process

Any student wishing to appeal the common area damage fees assigned to his or her account may do so by contacting the Director of Residence Halls and submitting a formal appeal. The Director of Residence Halls will submit such appeal to the Director of Student Accounts who will evaluate and gain approval from the Business Office Director.

Any granted appeal will be credited to the student's account. Any appeal not granted will be explained in writing to the student from the Director of Residence Halls.

7.0 Related Forms and Exhibits

Common Area Damage Report