
SUNY Maritime College

ROOM WAIVER POLICY & AGREEMENT

Academic Year

POLICY SUMMARY	
Policy Number:	
Effective Date:	7/1/2026
Reviewed By:	VP for Finance and Campus Operations, VP of Regimental Affairs, Dean of Students, Provost
Applies To:	Resident Advisors (RAs), NROTC Students, Regimental and SGA Leadership
Supersedes:	Previous Policies and Processes

1. Purpose

This policy establishes the guidelines, eligibility criteria, conditions, and administrative procedures for granting room waivers — partial or full reductions of on-campus housing charges — to students who fulfill designated roles or perform approved extra duties in support of the residential community.

Room waivers are a form of compensation that recognizes the significant time commitment, responsibility, and service provided by the students who fulfill the roles as described below and the students enrolled in the NROTC program. This policy ensures that waivers are awarded equitably, transparently, and in accordance with the university's financial and residential policies.

2. Scope & Eligible Positions

The following student staff positions and roles may be eligible for room waivers, subject to performance standards and availability of designated units:

Position / Role	Waiver Amount	# Waivers
Resident Advisor (RA)	100% of room rate	8
SGA Leadership	Partial - Appendix A	4
Regimental Leadership	Partial - Appendix A	71
NROTC	100% of room rate	20

Position / Role	Waiver Amount	# Waivers
Other Designated Roles	To be determined	Based on special circumstances

3. Eligibility Requirements

To be considered for a room waiver, a student must meet ALL of the following criteria:

- Be enrolled as a full-time student in good academic standing (minimum GPA 2.00)
- Maintains good regimental standing if applicable
- Have no outstanding disciplinary sanctions or active conduct violations.
- Have received an offer letter or appointment confirmation for an eligible position
- Reside in on-campus housing as assigned
- Comply with all terms of this policy, appointment role, and other applicable college policies
- Maintain satisfactory performance evaluations throughout the term of the waiver

4. Award Process

4.1 Review & Approval

Determinations are based on position eligibility, student standing, availability of designated units, and budget constraints. Decisions are communicated in writing a minimum of 6 weeks prior to billing date for Fall and Spring semester to the Office of VP for Finance and Administrations for final review and approval as per below:

Resident Advisors – Selections approved by Dean of Students

SGA Leadership – SGA elections as documented in the approved minutes of SGA election meeting; approved by Dean of Students

Regimental Leadership – Selections approved by the VP of Regimental Affairs

NROTC – Selections approved by Provost

4.2 Financial Aid Coordination

Room waivers may affect a student's financial aid package and scholarships. Students are encouraged to consult with a Financial Aid counselor before accepting a waiver.

4.3 Waiver Posting

Approved waivers will be applied directly to the student's account each semester prior to billing. Only waivers expressly approved by the VP for Finance and Campus Operations are to be posted to a student's account. Waivers are non-transferable, non-refundable, and apply only to the academic year for which they are granted.

5. Conditions of the Waiver

A room waiver is contingent upon the student's ongoing compliance with the following conditions:

- The student must fulfill all duties, on-call requirements, programming obligations, and attendance requirements as specified in their role.
- The student must maintain the required GPA throughout the waiver period. GPA will be verified at the start of each semester.
- The student must remain in good disciplinary standing. Any conduct action resulting in suspension, removal from housing, or a significant sanction may result in revocation of the waiver.
- The student must complete required training sessions, staff meetings, and professional development activities as directed by their supervisor.
- The student must occupy the room assigned to them as part of their staff placement. Unauthorized room changes may void the waiver.

6. Termination, Revocation & Proration

6.1 Voluntary Resignation

If a student voluntarily resigns from their position, the room waiver will be revoked effective the date of resignation. Housing charges will be prorated from the date of resignation through the end of the contracted housing period, and the student will be responsible for any resulting balance.

6.2 Involuntary Removal / Termination for Cause

If a student is removed from their position due to performance deficiencies, policy violations, or conduct issues, the room waiver will be immediately revoked. The student will be responsible for full housing charges from the date of removal.

6.3 Proration Schedule

For positions that begin or end mid-semester, waivers will be prorated based on the number of weeks of active service as a proportion of the full semester.

6.4 Medical or Emergency Withdrawal

Students who must withdraw from their position due to a documented medical emergency or other extenuating circumstances may petition the office with granting authority for each waiver category (see section 4.1 above) for a modified proration. Supporting documentation will be required. The decisions should be communicated promptly (within 5 business days) to the office of Student Accounts.

7. Appeal Process

Students who wish to appeal a waiver denial, revocation, or proration decision must submit a written appeal to the office of the VP for Finance and Campus Operations within five (5) business days of receiving the decision. The appeal must include a clear statement of the grounds for appeal and any supporting documentation. This decision is final.
