

## **POLICY REGARDING STUDENTS RESIDING IN CAMPUS HOUSING WITHOUT AN ACTIVE ENROLLMENT**

Mercer University policy stipulates that individuals not registered in courses are ineligible to reside on campus or use the University's facilities or services. Students who are not registered for any classes will be actively evicted from housing.

However, Mercer recognizes the need to offer a grace period to non-enrolled students who are actively seeking to address and correct reasonable financial or registration issues during the official add/drop period. Therefore, the following policy will apply:

1. The Office of the Bursar will notify the Office of Residence Life one day after add/drop of any non-enrolled student who has accrued charges for room and board but are not registered for courses during that term.
2. Residence Life will then contact each of these students and notify them (in person or by email notification) that they have 48 hours to correct their registration and/or financial obligations.
3. If the situation is not resolved at the end of the specified 48 hour period, the individual will be required to immediately vacate their housing premises. Verification of resolution must be in writing from the office in question, or by direct phone call from that office, to the Office of Residence Life.

### **Summer Residency Exception**

Mercer recognizes the need for students, employees, and contractors to reside in Mercer Housing during the summer transition months without having an active student enrollment. Students seeking special housing and meal plan arrangements during the summer term must have their accounts in good standing and must pay for housing and/or meals in advance with Residence Life or Auxiliary Services.

### **Housing for Non-affiliated Individuals - Special Clause**

In the event a non-affiliated program or individual is approved to reside in Mercer housing, they must go through the General Counsel's Office to ensure that the University is protected and that the funds are non-taxable. This process will require all participants within the program, once approved through General Counsel, to sign a liability waiver.

Revenue will be recorded directly by housing through check or money order into the appropriate housing revenue account and submitted to the University Cashier. The Bursar's Office will not post revenue to the student ledger for any non-affiliated program, student, university camp or other individual.

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