



## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	<b>Overflow Housing</b>
<b>Policy Number:</b>	AF 02-002
<b>Policy Administrator:</b>	Vice President for Admin & Finance
<b>Policy Initiator:</b>	Executive Director of Enterprise Services
<b>Authority:</b>	EO 1045; California Education Code, Title 1, Division 8, Part 55, Chapters 8 and 9; State University Revenue Bond Act of 1947
<b>Effective Date:</b>	August, 2012
<b>Revised Date:</b>	N/A
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:** This policy establishes the conditions for overflow housing in the residence halls.

**Scope:** This policy applies to Cal Maritime students required to live on campus per Campus Policy who are assigned to live in an overflow room that will accommodate more than one student.

**Accountability:** The Director of Housing and Residence Life is responsible for administering this policy and ensuring its compliance.

**Policy Statement:** It is the policy of the California Maritime Academy that students enrolled in its baccalaureate degree programs maintain residence in campus and participate in a meal plan.

When there is a greater demand for accommodations than there are beds in the residence halls the Director of Housing may exercise the option of placing additional students in existing rooms. This overflow housing could result in three persons sharing a room, or more than three sharing a particularly large room. Accommodations for each student include bed, mattress, dresser, desk, chair and wardrobe.

The consolidation of students is meant to be a temporary situation and every effort will be made to place students in double occupancy rooms as they become available.

If three or more students share a room for more than thirty days the room rate will be adjusted for that month and the balance of the semester. Fiscal Services and Financial Aid will be informed of the overflow housing and an adjustment will be credited to the student's account. Fees are a separate attachment.

**Procedure:**

Advance notice will be given when possible to incoming students.

Student in an overflow room will sign an Overflow Housing agreement that will be attached to their Housing License Agreement (HLA).

**Overflow Housing Agreement**

\_\_\_\_\_ Cadet Name \_\_\_\_\_ Student ID number

\_\_\_\_\_ Phone number

\_\_\_\_\_ Res Hall \_\_\_\_\_ Room Number

\_\_\_\_\_ Move-in date \_\_\_\_\_ Move-out date \_\_\_\_\_ Duration of days in room

I understand that I am assigned an overflow room at Cal Maritime \_\_\_\_\_ initial

I understand that all rules from the Student Handbook apply \_\_\_\_\_ initial

I agree to pay the published fee amount for a double occupancy room \_\_\_\_\_ initial

I agree that when a double-occupancy room is available I will relocate to that room within 24-hours.  
\_\_\_\_\_ initial

I agree that if Cal Maritime determines that the overflow situation is to extend beyond thirty (30) days then my account will be credited an amount resulting in a lesser fee than a double occupancy room. This credit will be retroactive to move-in day (on or about August 22, 2012) and will extend through the semester, but no later than December 20, 2012 – the equivalent of a semester at Cal Maritime.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Enrolled student named above

Signed \_\_\_\_\_ Date \_\_\_\_\_

Cal Maritime Director of Housing and Residence Life

## OVERFLOW RATE 2012-13

\$2,455 Double occupancy rate for 2012-13 / per semester  
(\$400) reduction for overflow housing / typically triple occupancy  
\$2,055 per semester per resident of an overflow room

Reduction applies after 30 days in the overflow room  
and the amount is credited to the student's account.