



Policy Title:	Extended Stay Housing
Policy Number:	STUD-334
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Policies Superseded:	None
Policy Management Area(s):	Auxiliary Enterprises

SUMMARY:

This policy details the method by which a University Housing resident may request an extended stay beyond the academic year detailed in the University Housing License Agreement, the eligibility of those being granted an extended stay and the costs associated with these requests.

POLICY

I. DEFINITIONS:

- A. Break Stay- an approved stay during the winter break closure of both University Housing and Coastal Carolina University.
- B. Early Arrival- an approved move-in prior to the officially published opening date of University Housing.
- C. Extended Stay- an approved stay in an assigned University Housing space outside the officially published opening and closing dates of Coastal Carolina University’s residential communities.
- D. Extended Stay Coordinator- the University Housing employee designated by the Senior Director of University Housing to manage all extended stay requests, assignments and to communicate with Extended Stay Requestors and Extended Stay Sponsors.
- E. Extended Stay Requester- the CCU resident, in an active license agreement with University Housing, requesting an Extended Stay.
- F. Extended Stay Sponsor- the CCU faculty or staff member supporting (i.e., supervising, training, employing, teaching, coaching, advising, or otherwise sponsoring for an official University function) the Extended Stay Requestor.

- G. Late Stay- an approved move-out after the officially published closing date of CCU residential communities.
- H. Administrative Closing- when the University officially closes for break.
- I. Administrative Opening- when University offices and staff resume operations following a closure.
- J. University Housing Closing- when University residential communities officially close to residents.
- K. University Housing Opening-when University residential communities officially reopens for residents.

II. EXTENDED STAY POLICY

- A. Extended Stay Housing is a privilege and therefore can be denied or revoked if deemed necessary or appropriate. University Housing reserves the right to refuse Extended Stay requests as administratively necessary. The official dates for closing and opening the residential communities and University closures are available in the academic calendar.
- B. Extended Stay Housing Request Process
 - 1. Requests will only be considered if made using the Extended Stay Request and Extended Stay Housing Agreement.
 - 2. University Housing Staff will:
 - a. Review requests in the order received and make decisions on a case-by-case basis to approve or deny the request.
 - b. Notify the Extended Stay Requestor and Extended Stay Sponsor of an approval or a denial of the request and the specific date, time and location they may check in or check out based on this decision.
 - c. Communicate expectations to all approved Extended Stay residents.
- C. Eligibility for Extended Stay Housing
 - 1. Extended Stay housing will only be approved if the Extended Stay Requester has a current or upcoming Housing application and:
 - a. Is in good standing with Coastal Carolina University and University Housing including no recent violations of the Code of Student Conduct or the University Housing License Agreement.
 - b. Belongs to one of the groups of students listed below.

- i. Student-athletes in pre-season training, regular, or post-season competition as defined by the dates set by National Collegiate Athletic Association and Athletic Conference guidelines. These students will be placed on a list by the Assistant Director for NCAA Compliance. Student-athletes who are not in pre-season, in season, or post-season competition will not be approved for Extended Stay.
 - ii. Residents who are essential to a department's opening or closing activities (e.g., residents assisting with commencement, bookstore student staff). Please be aware these extended stays will be limited to 48 hours before or after the officially published opening or closing date.
 - iii. International students or students who are traveling, have traveled, or are unable to travel abroad for a University function during the break period.
- c. Is listed on a complete Extended Stay Request form received by University Housing at least 30 days prior to the early arrival, late stay, or break stay being requested (see form for instructions).
- d. Signs the Extended Stay Housing Agreement acknowledging the behavioral and financial obligations associated with Extended Stays.

D. Costs Associated with Extended Stay Housing

- 1. Approved extended stays come at an additional cost.
 - a. Early Arrivals and Late Stays: Housing will establish a daily room rate. Discount rates for more than 7 days are established by University Housing. Rates will be published on the University Housing website, www.coastal.edu/housing/extendedstayhousing/.
 - b. Break Stays will be charged for the block or blocks for which they are approved to stay.
 - i. Break Stay Block A begins with the official University Housing closing of residential communities through the official administrative closing of Coastal Carolina University.
 - ii. Break Stay Block B begins after the official administrative opening of Coastal Carolina University

through the official University Housing opening of the residential communities for the spring semester.

iii. Break Stay Complete Block begins with the official University Housing closing day and continues through the official University Housing Opening day. The only students permitted for a Complete Break Stay are athletes, cheerleaders, pep band, game production student employees and international students.

c. Meal plans are not active until the published official move-in day and are inactive after the official close of the residential communities.

d. Fees for Extended Stay will be assessed to individual student accounts unless the Extended Stay Sponsor requests interdepartmental billing.

E. Late Requests for Extended Stay: University Housing understands that there are a variety of reasons an Extended Stay Request may be made late. University Housing reserves the right to deny these requests as necessary based on the readiness of the space requested, the availability of staff to properly support a resident in a given area, or as administratively necessary.

A late request for Extended Stay will generally fall into two categories and will be evaluated on a case-by-case basis; these categories are separated into those requests made by an:

1. Extended Stay Sponsor requesting that a resident be an early arrival, late stay, or break stay within 30 days of the requested move-in date. If approved, the Extended Stay Sponsor's department will be charged a \$25 per resident fee for each late request (this late fee is in addition to the rate of the Extended Stay itself).
2. Extended Stay Requester requesting to move-in early or stay late without prior approval, or failure to comply with checkout instructions. If approved, \$225 may be assessed in addition to the Extended Stay, improper check-out, or other associated fees. These fees will be charged to the student account of the Extended Stay Requester.

F. Meals during breaks/extended stays: Dining Services provides some options for meal plans during University breaks. Meals are not necessarily guaranteed for extended stays if the University is closed. Be aware all dining locations may not be open.