

## Guidance on Methodology for Spring 2020 Adjustments

### Broad-Based Fees:

- Intercollegiate Athletics Fee: Pro-rated adjustments will be made, based upon date of March 20, 2020
  - Pro-rated adjustment of 50%
- Transportation Fee: Pro-rated adjustments will be made, based upon date of March 20, 2020
  - Pro-rated adjustment of 50%
- Student Activity Fee: Pro-rated adjustments will be made, approved by the United Student Government (USG), based upon date of March 20, 2020
  - Pro-rated adjustment of 50%
- Graduate Student Activity Fee: Pro-rated adjustments will be made, approved by the Graduate Student Association (GSA), based upon date of March 20, 2020
  - Pro-rated adjustment of 50%

### Residence Halls:

- Residence hall adjustments will be issued once damage charges and student conduct restitutions are assessed. Pro-rated adjustments will be net of payment, damages, outstanding balances and restitutions.
- Once students have either moved out of the residence halls (with receipt recognition from the Residence Life Office) or provided notification to [Residence Life](#) (with receipt recognition) they are eligible to receive a pro-rated adjustment. Residence hall adjustments will be pro-rated based upon the recognized date of exit, but no sooner than March 20, 2020.

### Board:

#### Dining Plans

- Once students have either moved out of the residence halls (with receipt recognition from the Residence Life Office) or provided notification to [Residence Life](#) (with receipt recognition) they are eligible to receive a pro-rated adjustment. Dining plan adjustments will be pro-rated based upon the recognized date of exit, but no sooner than March 20, 2020.
  - Adjustments for off-campus students will be pro-rated based on the date of March 20, 2020, if the plan is no longer being used. Students wishing to retain their board meal plans must notify [Chartwells](#) by Friday, April 3, 2020.
  - Meal swipes adjustments will be pro-rated based upon the recognized date of exit
  - For any fee, the actual amount paid will be factored to any pro-rated adjustments

#### Dining Dollars

- For continuing students, Dining Dollars will roll over to the following semester
- For graduating seniors, adjustments will be pro-rated based on actual usage
- For any fee, the actual amount paid would be factored to any pro-rated adjustments

#### Bengal Bucks

- For continuing students, Bengal Bucks will roll over to the following semester
  - Buffalo State will adhere to its current policy of a 12-month expiration review. Adjustment requests can be processed at that time.
  - For any fee, the actual amount paid would be factored to any pro-rated adjustments
  - Adjustments for Bengal Bucks will be managed by Chartwells directly to students
  - For graduating seniors, petitions for adjustments will be considered prior to Fall 2020

#### **Non-Mandatory Fees:**

- Parking Fees: Pro-rated adjustments will be made, based upon date of March 20, 2020
  - Pro-rated adjustment of 50% of the semester rate

#### **Course-Based Fees:**

- Adjustments will be on a course-by-course basis, determined by the course fee and dependent upon usage and the ability to meet course-based fee criteria