CORONAVIRUS UPDATE for Students: Housing and Meal Plan Credits

Tuskegee University Office of Marketing and Communications <marketing@tuskegee.edu>
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To: Tuskegee University Office of Marketing and Communications <marketing@tuskegee.edu>

Dear Students:

Thank you for your patience as our university leaders have received and considered your questions as they relate to academic and operational transitions resulting from the current coronavirus pandemic. Maintaining continuity in our academic instruction and ensuring the overall health and safety of the entire campus community were among our initial priorities.

Since our transition to remote instruction, our leadership has evaluated additional matters of importance to you — one of those being financial matters relating to housing and dining services.

In response to your questions regarding this matter, Tuskegee University will utilize the following steps to determine adjustments to student accounts as a result of coronavirus-related changes made during the spring 2020 semester. These steps are as follows:

**Meal Plan Credits**

1. The university will calculate a prorated amount of the unused meal plan charges to post as a credit to applicable accounts.
2. If students purchased points out of pocket for on-campus eateries and/or the C-Store and there are unused points, the university will contact Thompson Hospitality to determine the unused amount, if any. The unused amount may result in a credit adjustment to the student account. Any credits resulting in a refund to the student will be made through the normal student refund process.

**Housing Credits**

1. The university will calculate a prorated amount of the unused housing charges to post as a credit to applicable accounts.
2. If the student account has an outstanding balance for Spring 2020, the prorated credit adjustment will be applied to the unpaid balance.
3. The university will enforce the Institutional Aid Policy. If a student has received institutional aid from the university, he or she will be eligible for credit to the student account; however, the institutional aid will be adjusted accordingly.
4. For freshmen, sophomores, juniors and non-graduating seniors who do not have an outstanding balance and did not receive any institutional aid to cover university charges, the university may calculate the pro rata share credit as a part of the student’s aid package for academic year 2020-21 — applied as a room and board scholarship.
5. If the student is a graduating senior, any computed credit will be applied to the balance due, if any. Otherwise, a credit will be issued as a refund in the form of the student’s choice (check or direct deposit).

**For Additional Information**

If there are questions regarding the process, please contact staff in the Office of the Bursar at the following telephone numbers and email addresses (email is the preferred method at this time):
• Ms. Stacie Henderson, shenderson@tuskegee.edu, 334-724-4385, 334-727-8538
• Ms. Linda Gray, lgray@tuskegee.edu, 334-724-4555, 334-727-8538
• Ms. Stephanie Harris, sharris1@tuskegee.edu, 334-727-8648
• Ms. Kimberly Lewis, klewis@tuskegee.edu, 334-727-8418, 334-727-8538
• Mr. Wendahl Lewis, wlewis1@tuskegee.edu, 334-724-4573, 334-727-8538
• Ms. Belinda Patrick, bpatrick@tuskegee.edu, 334-727-8525, 334-727-8538

Again, thank you for your patience, and best wishes to you and your family for good health and academic success during the remainder of this semester.

Sincerely,

Ruby L. Perry, DVM, PhD, DACVR
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