

Area L AHEC Student Housing No-Show/Cancellation Policy

To ensure effective use of student housing resources, Area L AHEC has implemented the following No-Show and Cancellation Policy:

A student is considered a No-Show if:

- The student fails to check in to their assigned housing within 24 hours of their scheduled arrival date without providing prior notification to AHEC staff.

Cancellation requirements:

- Students must notify the housing coordinator of cancellations at least five (5) days prior to their scheduled move-in date.

Students who fail to cancel their housing request or are a no-show will be subject to:

- **Billing:**
 - **Affiliated institutions:** The student's program will be charged for housing for each day the apartment was reserved, beginning with the scheduled arrival date and ending on the date AHEC is notified of the cancellation.
 - **Unaffiliated institutions:** The student will be charged \$50 per day that the apartment was reserved, beginning with the scheduled arrival date and ending on the date AHEC is notified of the cancellation.
- **Institution notification:** A notice of no show or cancellation will be sent to the student's institution contact for documentation purposes.

Appeals:

Students who experience an emergency that prevents timely arrival, or notification may submit a written appeal within five (5) business days to:

Tameka Joyner, Area L AHEC Housing Coordinator

Email: housing@arealahec.org

Additional Notes:

- Check-in and check-out must occur between 8:00 a.m. and 8:00 p.m.
- A 24–48 hour advance notice is required to coordinate roommate notification and key access for after hours check-in.