

THE
LeMoyné-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Residential Student Meals	Effective Date:	Policy Number:
	July 1, 2011	02-3-004
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority:		
ABL Management / Fiscal Affairs/ Student Affairs		

I. Purpose and statement of operational policy underlying the procedure.

This policy ensures that all residential student meals are inclusive with their housing costs.

II. Applicability/Scope

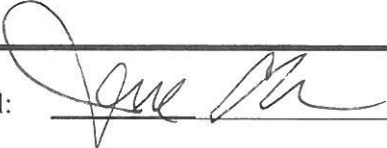
This policy applies to all Housing Students.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Will complete all necessary financial aid requirements and submit paperwork for housing & meals to the appropriate areas.	As early as possible
Fiscal	Will review the student's award and generate a bill for residential fees.	Once financial aid has been awarded.
Student Affairs	Will provide ABL Management with a list of which students are residential and will issue a housing validation sticker.	
ABL Management	Will maintain a Housing List and will request for student I.D. when entering the cafeteria.	

IV. Related policies/References for more information

Administrative Services Policy Manual.

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	