

March 19, 2020

Message from Associate Vice President of Student Affairs and the Chief Financial Officer

Dear Student:

Thank you for your understanding and patience as the University responds to the international COVID-19 crisis and the daily changes in guidance and directives from national, state and local government and public health officials.

As President Smith has outlined in his daily messages to campus, this is an extraordinarily fluid and urgent situation. Our number one priority throughout this process is to protect the health and well being of the entire Eastern Michigan University community. This priority has guided every decision we make, including yesterday's announcement of the extension of online/virtual class delivery for the remainder of the semester, and encouraging students in residence halls to return to their permanent places of residence (unless they are international students, are from far distances, or have other special circumstances requiring them to remain). We understand these are difficult times for many of our students. Home means different things to different people; if you are not able to leave or EMU is your permanent home, you continue to be welcome. We are here for you, open and ready to serve our EMU community.

As we work to minimize the spread of COVID-19, observing public health guidance about social distancing is the best way to accomplish this. As a result, today, we are announcing the next steps in protecting our students in the midst of this crisis. These include details about moving out of residential housing and a process for receiving a credit.

Residence halls will close effective March 31, 2020, except for the limited number of students referenced above. This is in response to White House guidance to limit gatherings to no more than 10 people, and the Centers for Disease Control and Prevention guidance recommending large events and gatherings of people be canceled through May 8.

Many students have inquired about next steps for checking out of their on-campus housing as we undertake these actions. We appreciate your patience as the University is working diligently to develop solutions in many areas of our operation that balance our ongoing fixed costs with our need to remain open for those who choose to stay.

In a time of crisis, there are no simple solutions. We have worked to be understanding and fair and are attempting to go above and beyond our contractual obligations in these areas to offer students some relief in the form of a housing and/or meal plan credit.

Move-out instructions

Due to the public health guidance for safety and social distancing, we request that you leave campus and check out of your on-campus space by no later than March 31.

Those who consider campus housing your permanent home, are international students, or have a medically compromised family member will be authorized to stay on-campus. We will be using the online form you completed earlier to confirm who is permitted to remain in housing. It is likely those students who remain in residence halls will be asked to change rooms or consolidate based on total occupancy.

Please visit the [housing website](#) for details and scheduling a check-out time. This must be completed by 11:59 p.m. tomorrow, Friday, March 20. Due to social distancing guidance, times for move-out will be limited in order to keep people apart as much as possible. We will not be able to accommodate all those who want to check out at the same time. At your designated checkout time, you will check out at your respective service desk. Parking will be free.

Here are a few reminders for you during the checkout process:

- Do a final walk through of your room to ensure you don't forget anything;
- Turn in your keys to the service desk; and,
- Grab any remaining packages at the service desk.

Those who have already left their on-campus housing will receive more detail on how to complete the checkout process. If you have questions, please email the housing office at housing@emich.edu.

Credit for housing and dining

Housing and Dining Services are offering students who have moved out by 5 p.m. March 31, 2020, and students who purchased a meal plan this semester, a credit to help account for these charges.

The amount of the housing or meal plan credit will be calculated based on the March 31 residence hall closure date through the end of the winter semester.

The credit will be applied to the student's account. If a student commits to remain in housing next fall, an **additional University housing grant in the amount of \$500** will be applied to their fall 2020 housing account.

Normal University refund procedures apply. Visit [Student Business Services refund page](#) for complete information.

Processing the entire population of students living in campus housing and on meal plans will take some time, and we ask for your patience. It is important to remember the unprecedented time we are in and the state of emergency that surrounds, and affects, all of our actions. Students should monitor their campus email for information and timing about the housing and dining credit opportunity.

For any student who receives Federal financial aid, it is strongly encouraged you contact EMU Financial Aid at financial_aid@emich.edu to see how this credit may impact your financial aid determination. You are responsible for investigating and understanding any potential impact.

Institutional funds covering student room and board -- including student-athletic scholarships, Presidential Scholarships, Residential Advisor housing grants, and others -- are not subject to this credit. The credit is meant to apply to cover out-of-pocket costs only.

We appreciate your patience and understanding as we work through new processes and details as quickly as possible in light of the health crisis.

Please continue to follow University email and the University's [COVID-19 website](#) for the latest information.

Sincerely,

Calvin Phillips, D.Ed.
Associate Vice President, Student Affairs

Michael Valdes
Chief Financial Officer