Dear ICC Residential Students,

At this time, we ask that you do not return to campus if you have a safe alternative for housing and meals, be it with friends or family. We recognize that not all students can return home, but if you have alternative housing options, we strongly encourage you to exercise those for your housing needs.

On-campus Housing Refunds.
Students with current housing contracts, that were residing in ICC housing spring semester as of March 16, 2020, will be eligible for a prorated housing refund representing the percentage of their spring semester room rate from March 16, 2020 through the completion of the spring semester. In order to be eligible for a refund, students must complete the college checkout process on or before April 8, 2020 or complete the ICC Student Petition form for an exception as outlined below.

Exception to Refund Policy
Students who believe they should have an exception to the April 8, 2020 refund policy due to safety or security concerns must have college approval through the submission of an ICC Student Petition form. Please check the “Res. Hall COVID-19 Check out Extension” area of the form. Petition forms must be returned to Weldon Braxton via email (weldon.braxton@itascacc.edu) on or before April 8.

For those officially checking out of the residential halls on or before April 8 or have, an approved exception will be eligible for a housing refund.

*Students with an outstanding balance with ICC will be refunded the remaining amount AFTER their unpaid balance has been paid should funds remain.*

We will work diligently to provide residence hall accommodations for students who truly have no other alternatives. We may consolidate housing for students living in Itasca and Wenger Halls to a limited number of rooms/suites on campus. It cannot be predicted how long the present situation may last and if you remain on campus you might be here for some time with very limited services.

On-campus Housing Checkout, Cleaning Process, and Safety
Students looking to checkout of the residence halls must schedule a specific checkout date/time the Director of Residential Living (DRL) via text or email. Please include your first and last name. You must notify the Weldon Braxton (DRL) at least 24 hours prior to your desired checkout appointment.
Please note that students who move out of the residential halls without scheduling a checkout appointment will not be eligible for a refund and subject to improper checkout fines.

In the interest of safety surrounding the COVID-19 situation, you must notify the DRL via text or email if you are returning to the residence halls to continue your stay if you have not already. ICC must track who is coming and going for the purposes of health and safety amid COVID19.

It is strongly advised that you communicate with your room/suitemates during this time regarding the cleaning of your living space. Students will be held financially responsible for left-behind items, unclean kitchen, suite, bedroom and bathroom areas. Upon Checkout, bedroom and suite areas are expected to resemble the status they were when you moved in.

Food Service Refunds
At this time, food services will continue on a limited capacity. Students can request a refund of their remaining meal plan balances between now and April 8. Food service refunds will be in the amount that is remaining on their meal plan balance following their most recent transaction.

If you have questions regarding refunds, checkouts, cleaning, safety or any other on-campus housing/dining policies, please contact the Director of Residential Living using any of the mediums below.

Thank you,

Weldon Braxton

Weldon Braxton
Itasca Community College
Director of Residential Living

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