

6.0 BURSAR PROCEDURES

Cornell University offers chapters the use of the Bursar system, assuming a number of conditions are met:

- ◆ **Bursar Assignment Agreement:** The chapter must sign an agreement with the University stipulating the responsibilities of both parties in the relationship
- ◆ **Bursar Release Form:** Each student billed through the system must complete a release form that acknowledges that his/her chapter charges billed through the Bursar are subject to the same non-payment consequences as other University charges. Form is now good for 5 years!
- ◆ Only full-time registered students can be billed through the system
- ◆ Use of the system can only be obtained by using one of two approved accounting firms in Ithaca: *Student Management Corporation* and *Sciarabba Walker & Co.* (chapters who reside in university-owned houses can conduct activity directly through the Office of Fraternity and Sorority Affairs)
- ◆ Only charges for housing, dining, social dues, member dues, and room deposits may be applied to Bursar bills

The Bursar charges a fee of .75% applied to every transaction to cover the costs of processing the Bursar billing and payment collection. These fees are deducted from the payments sent.

Meal plan billing

New Greek members on Cornell Dining meal plan can reduce their plan to the smallest declining dollar plan, Bear Bucks. **New members can trade down their meal plan up to the deadline each spring semester but not after (usually around February 1st; see deadline each semester).** It is not reasonable for anyone to pay for more than is convenient for them to consume. Total (CU Dining & Greek dining) meal plan charges must be considered. A person on CU Dining meal plan should be charged a lower "living out" meal plan rate at most.

Non-Resident House Charge (living out or parlor fee)

The budget process determines all the expenses associated with the operation of the facility, and distributes them to the membership as housing charges or rent. A good management principal is to pass some portion of the housing expenses on to all members, as opposed to just the members that live in. This principal, while not immediately intuitive, is rooted in the belief that a fair housing system receives support from all its members.

Chapter houses have public and residential spaces. As a chapter house, the facility is the meeting place and hub for all the organization's activities and this benefits all members, regardless of whether they live in or not. Clearly, public spaces are used by members who live out of the house, so it is reasonable that they pay for their share of the housing costs.

Billing a housing charge (some organizations refer to this as a parlor fee) to members that live out has a number of benefits:

- 1.) it appropriately distributes responsibility for the facility to all members,
- 2.) it reduces the burden of the room rates paid by live-ins because their proportionate cost is reduced,
- 3.) it improves prospects for house occupancy because the cost to live out is increased.

Important Billing Periods

There are three major billing periods throughout the year. All data must be submitted to the appropriate accountant by the dates listed below.

Billing Period	Data Due Before...
July (for Fall semester)	April 30
December (for Spring Semester)	Thanksgiving Break
February (for New Member billing)	January 30