



MONTANA UNIVERSITY SYSTEM
OFFICE OF COMMISSIONER OF HIGHER EDUCATION

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To: Montana Board of Regents; and Montana University System Chief Executive Officers

From: Clayton T. Christian, Commissioner of Higher Education

Date: March 20, 2020

Subject: **MUS Directive on Room & Board Refunds**

As the Commissioner of Higher Education, I place the health and safety of our students as my top priority. I am also seeking to minimize the academic and financial disruption caused by the COVID-19 virus. With that in mind, I authorize campuses to begin the process of providing prorated refunds, to the extent possible, for room and board to those students who have departed the residence halls and/or canceled meal plans based on recent guidance from the Montana University System regarding the COVID-19 situation.

Refunds may be issued for the period from March 23rd through the end of Spring term. Students must complete a cancellation form to be eligible for the refund. The cancellation form, as well as specific procedures for processing refunds, will be available Wednesday, March 25th. Please allow until April 15th for reimbursement payment. Please share this information immediately with students as well as your campus financial officer, and other appropriate staff.

Thanks again to you and your leadership team for your work in serving our students, community, and state of Montana.

A handwritten signature in black ink, appearing to read "Clayton T. Christian".

Clayton T. Christian
Commissioner of Higher Education