

Spring 2012 Housing Criteria Checklist for CONTINUING Students

This checklist is for students who were enrolled at TC3 in fall 2011 courses, did **not** live in campus housing during the fall 2011 semester but are interested in campus housing for the spring 2012 semester.

Students who meet **all** of the criteria listed below will be put on the **waitlist** for spring housing beginning in early December. We will begin to notify wait-listed students if we have a room to offer beginning in mid-December. An additional letter containing room assignment, roommate and move-in day information will be sent in mid-January.

Housing is offered based on availability on a first-come, first-served basis to those who meet ALL of the following criteria:

- ___ You must be registered as a full time, matriculated student for the spring 2012 semester. Registration Day is **Thursday, November 10, 2011.**
- ___ Sign and return your **Spring 2012 [Residence Hall Contract](#)** with original signatures (**No Faxed copies**). The priority deadline* is **December 6.** You must be at least 18 years old by December 31, 2011 and a parent /guardian signature is **required** for all students under 21 years of age. To request a waiver of the minimum age policy, contact the Dean of Student Life Office at 607-844-8222, ext 4316. **NOTE: If you have a lease for the fall 2011-Spring 2012 elsewhere please make sure you get a written release from your current lease before you process a contract for campus housing.**
- ___ Pay your \$250 **security deposit.** The priority deadline* is **December 6.** You may pay with cash, check (payable to TC3), Money Order, Visa, Discover or MasterCard. **NOTE: Anticipated** financial aid may **not** be used to pay a security deposit. Also the security deposit does not “hold” a room. You must complete **all** of the steps in this checklist to get on the campus housing waitlist. It will be refunded if you are not offered a room.
- ___ **Payment arrangements** for tuition, fees, and housing must be in place, choose one option below:
 - **Cash, check, Discover, MasterCard, VISA, FACTS Payment Plan and/or third-party payer:** Complete and return the [Payment Arrangement Form](#) along with a **\$2,000 down payment** to the Enrollment Services Center, Room 215 or Fax 607-844-6541. The priority deadline* is **December 6.** **NOTE:** This payment does **not** guarantee campus housing and will be refunded if housing is not offered.
 - **Financial Aid (TAP, Pell, SEOG, Student Loans, Parent PLUS Loans, etc):** If you received financial aid at TC3 in the fall 2011 semester, your aid should be in place for the spring 2012 semester. However, the financial aid included on your bill CAN CHANGE based on your fall 2011 grades. Please make an appointment to see a financial aid counselor if you have questions concerning your financial aid.
 - **NOTE:** Students in academic difficulty who need a [financial aid waiver](#) will be notified in January. Your aid will be placed on hold until the dean **approves** the waiver. You will **not** be eligible for campus housing until your waiver is approved or you pay with the cash option described above.
- **ACADEMIC PROBATION OR SUSPENSION** - If you have met all of the above criteria but are on academic probation or suspension at the end of the fall 2011 semester, you must complete an academic review and /or suspension appeal before you will be considered for campus housing.
- **STOP LIST – FINANCIAL** - If you have any **financially-related stop list** issues, they must be resolved in order for you to register for spring 2012 courses or be considered for campus housing. To see your account balance due, go to the TC3 home page and select myTC3 from the top right. Sign in to myTC3 and then select “myINFO”, then “Finances”, and then “Balance”. Next select the Period (year/term), the View and then click the “Change” button or contact the Enrollment Services Center.
- **STOP LIST – JUDICIAL** - If you are on the stop list for a judicial matter, you will **not** be eligible for campus housing without prior permission from the Director of Residence Life and Judicial Affairs.

If you have particular disability-related needs for housing, contact the Coordinator of Access and Equity Services at 607-844-8222, ext 4283, to discuss reasonable accommodations. Accommodations might include assignment to a particular building or suite or availability of specialized equipment. **Appropriate documentation of disability will be required.**

*On December 6, 2011, we will assess the housing demand and up-to-date availability to determine whether or not we are able to continue to accept housing contracts and deposits.

Estimated Tuition and Housing Charges for Spring 2012

<u>DESCRIPTION</u>	<u>N Y State Residents**</u>	<u>Non - NYS Residents</u>
Tuition	\$1,975	\$4,100
Miscellaneous Fees	405	405
Sub Total	\$2,380	\$4,505

Students in campus housing will incur these additional charges:

Security Deposit	250	250
Hall Council Fee	10	10
Health Ins Fee ¹	188	188
Room ²	3,500	3,500
Meal Plan ³	840	840
TOTAL (est.)	\$7,168	\$9,293

¹ The College requires **mandatory** health insurance coverage for all students living in the residence halls. When you are **offered** a room, you will automatically be charged for a policy from Haylor, Freyer & Coon, Inc (HF&C) that is effective from January 15, 2012 to August 15, 2012. A mailing with additional information regarding health insurance, including how to waive this fee if you currently have insurance coverage in the Central New York area, will be sent to you from Haylor, Freyer & Coon, Inc.

² Room rates for the spring 2012 semester are \$3,100, \$3,500 or \$3,800, or \$4,000; see spring 2012 contract for more details.

³ [Meal Plan](#)- Students living in the residence halls are required to purchase at a **minimum**, the 8 meals/week plan for \$840/semester. Meal Plans for 10 or 12 meals per week are also available.

BOOKS- In addition to the above charges, students should plan to spend \$500 to \$600 **per** semester for books.

** New York State residents must provide a valid [Certificate of Residence](#) to be eligible for NYS resident tuition. Certificates are issued to you by your home county and are generally valid for a period of one year unless otherwise noted by your County Treasurer. You may apply for your certificate no sooner than 60 days before the beginning of classes, but no later than 30 days after the start of classes. For spring 2012 this means you must apply for your certificate between, November 28, 2011 and February 24, 2012. If we do not receive your certificate of residence you will be responsible to pay the non-resident portion of your tuition. For assistance regarding eligibility and renewal policies contact your County Treasurer's office.

TC3 Refund Policy

If you drop a course or withdraw from the College, you will be charged **non-refundable** tuition, fees, housing and meals according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student.

Prior to the start of classes	0%	Deadline: Wednesday, January 25, 2012
During the first week of classes	25%	
During the second week of classes	50%	
During the third week of classes	75%	
After the third week of classes	100%	

Security Deposit Refund Policy - Refer to the Residence Hall contract and the housing confirmation letter.

NOTE: TC3 will be closed from December 23 to January 2. The College will reopen on Tues, January 3, 2012.