

Spring 2012 Housing Criteria Checklist for NEW Students

This checklist is for students who are **new** to TC3 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 **accepted by the College** (matriculated in a degree program). To be accepted, the College must have an application and an official high school transcript (or proof of GED) plus official transcripts from **all** previously attended colleges. If you have questions about this process, contact the Admissions Office, Room 215, at admissions@TC3.edu or 607-844-6580.
- ___ **Proof demonstrating full compliance of immunization** according to Public Health Law sections 2165 and 2167 must be on file in the Student Health Center before an appointment for placement testing or registration can be made. Call the Health Center at 607-844-8222, ext 4487 if you have questions.
- ___ Once you are accepted by the College and are in compliance with your immunizations, call 607-844-6580 and make an appointment for **Pre-enrollment Orientation/Placement Testing**. You must **complete** this session and get registered for your courses in order to meet this criteria. The course registration process will be explained during Pre-Enrollment Orientation. Students in campus housing must be registered for a full-time course load.
- ___ Sign and return your **Spring 2012 Residence Hall Contract** with original signatures (**No FAXED copies**). This can be done any time after you apply to the College. 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.
- ___ Pay your \$250 **security deposit**. This can be done any time after you apply to the College. 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:
 - o **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. This can be done any time after you apply to the College. The priority deadline* is **December 6**. NOTE: This payment does **not** guarantee housing and will be refunded if housing is not offered.
 - o **Financial Aid (TAP, Pell, SEOG, student loans, Parent PLUS loans, etc):** If you intend to use **any** financial aid to help pay your bill, you must file your 2011-12 FAFSA application and submit any documents required by the Financial Aid Office at TC3. File online at www.fafsa.ed.gov. The Federal School Code for TC3 is 006788 and our TAP School Code is 2260. Note to transfer students, if your financial aid is at another college for fall make sure to update your FAFSA with TC3's college codes. **If you have not already filed, please do so immediately.** Once the Financial Aid Office has reviewed your FAFSA and documents, determined your eligibility and generated an award letter, you will meet the payment arrangement criteria. Please allow 3-4 weeks for this process.

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.