

Fall 2011 Housing Criteria Checklist for RETURNING Students

This checklist is for students who have a room in campus housing for spring 2011 and would like to return to campus housing for the Fall 2011 - Spring 2012 Academic Year. We will begin to notify returning students about their housing status after spring 2011 grades are posted and academic standing is determined.

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

- **CONTRACT** - Sign and return your 2011-2012 [Residence Hall Contract](#) with original signatures (No faxed copies) by the **priority deadline* of April 1**. Parent/guardian signature is required for students under 21 years of age. Spring 2011 housing students who would like to return to campus housing for the 2011-2012 academic year do **not** need to pay a new security deposit. You only need to pay the difference between the required \$250 deposit and the “security deposit carry forward” amount indicated on your Fall 2011 bill. **There are financial penalties for breaking the contract between the fall and spring semesters.** NOTE: a contract does not “hold” a room; you must complete **ALL** the steps on this checklist.
- **REGISTER** - You must be registered as a full time, matriculated student for the fall 2011 semester. Registration opens on Thursday, **April 21**.
- **PAYMENT** - Payment arrangements for tuition, fees, and housing must be in place:

Cash, check, money order, VISA, Discover or MasterCard, FACTS Payment Plan and/or third-party payer: If you do **not** intend to use any form of financial aid, complete and return a [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 May 18, 2011.** NOTE: This down 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 intend to use **any** financial aid to help pay your bill, you must file your [2011-2012 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. **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. **Note: If you are in academic difficulty and need a financial aid waiver, you will not be eligible for financial aid until your waiver is approved.**

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 spring 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 fall 2011 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.

***The priority deadline of April 1 allows us to estimate the level of interest in campus housing; on May 18, 2011 we will assess the housing demand and up-to-date availability of rooms to determine whether or not we will continue to accept additional housing contracts.**

See reverse side for more important information! →→→→→→→→

Estimated Tuition and Housing Charges per Semester

DESCRIPTION	New York State Residents**		Non - NYS Residents	
	FALL	SPRING	FALL	SPRING
Tuition	\$1,975	\$1,975	\$4,100	\$4,100
Miscellaneous Fees	410	315	410	315
Sub Total¹	\$2,385	\$2,290	\$4,510	\$4,415

Students in campus housing will incur these additional charges:

Security Deposit	250	-----	250	-----
Hall Council Fee	10	10	10	10
Health Ins Fee ²	290	-----	290	-----
Room ³	3,500	3,500	3,500	3,500
Meal Plan ⁴	840	840	840	840
TOTAL (est.)	\$7,275	\$6,640	\$9,400	\$8,765

¹ These are ESTIMATED rates; final 2011-12 tuition and fee rates will be determined in late June 2011.

² This is an estimated rate. 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 August 15, 2011 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.

³ Room rates for the 2011-12 academic year are \$3,100, \$3,500, \$3,800, or \$4,000 **per semester**, see 2011-12 contract for more details.

- ⁴ Meal Plan - Students living in the residence halls are required to purchase at minimum, the 8 meals/week plan. The estimated rate for this minimum plan is \$840/semester. Meal plans for 10 or 12 meals per week will also be offered. Additional information will be provided on line as [meal plan](#) costs and options for the 2011-2012 academic year become finalized.

Books- In addition to the above charges, students should plan to spend \$500 to \$600 **each** 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 fall 2011 this means you must apply for your certificate between, June 27 and September 23, 2011.** If we do not receive your certificate of residence you will be responsible to pay the non-resident portion of your tuition. County-specific **instructions** and **applications** are available on our website at TC3.edu/cert. 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, August 24, 2011
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%	

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