

## Spring 2010 Housing Criteria Checklist for CONTINUING Students

This checklist is for students who were enrolled at TC3 in Fall 2009 courses, did not live in campus housing during the Fall 2009 semester but are interested in campus housing for the Spring 2010 semester.

Students who meet all of the criteria listed below will be put on the wait list 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 2010 semester. Registration Day is **Tuesday, November 10, 2009.**
- \_\_\_ Sign and return your [Spring 2010 Residence Hall Contract](#) with original signatures (**No FAXED copies**). The priority deadline\* is **December 4, 2009.** You must be at least 18 years old by December 31, 2009 and a Parent /Guardian signature is required for all students under 21 years of age.
- \_\_\_ Pay your \$250 **security deposit.** The priority deadline\* is **December 4, 2009.** 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. NOTE: **The security deposit does not “hold” a room. You must complete all of the steps in this check list 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. This can be done any time after you apply to the College. The priority deadline\* is **December 4, 2009.** 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 2009 semester, your aid should be in place for the spring 2010 semester. However, the financial aid included on your bill CAN CHANGE based on your fall 2009 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. The financial aid waiver application and all required documentation must be submitted to the dean of student life office, Room 218, **NO LATER THAN Wednesday, January 20, 2010.** Your aid will be placed on hold until the dean approves the waiver. The waiver form is on-line at [www.tc3.edu/student/forms.asp](http://www.tc3.edu/student/forms.asp) . You will not be eligible for campus housing until your waiver is approved or you pay with the cash option described above.
- **If you are on academic probation or suspension at the end of the Fall 2009 semester, you will not be eligible to live in campus housing until you take the corrective action indicated in your notification letter.** These letters are mailed in early January.
- If you have any **financially-related Stop List** issues, they must be resolved in order for you to register for Spring 2010 courses or be considered for campus housing. Check your account balance in your myINFO account at [my.TC3.edu](http://my.TC3.edu) or go to the Enrollment Services Center, Room 215 for help.
- 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 4, 2009, 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.

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

## Estimated Tuition and Housing Charges for Spring 2010

<u>DESCRIPTION</u>	<u>N Y State Residents**</u>	<u>Non - NYS Residents</u>
Tuition	\$1,790	\$3,730
Miscellaneous Fees	400	400
<b>Sub Total</b>	<b>\$2,190</b>	<b>\$4,130</b>

**Students in campus housing will incur these additional charges:**

Security Deposit	250	250
Hall Council Fee	10	10
Health Ins Fee <sup>1</sup>	135	135
Room <sup>2</sup>	3,200	3,200
Meal Plan <sup>3</sup>	750	750
<b>TOTAL (est.)</b>	<b>\$6,535</b>	<b>\$8,475</b>

<sup>1</sup>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, 2010 to August 15, 2010. 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.

<sup>2</sup> Room rates for the spring 2010 semester are \$2,800, \$3,200 or \$3,700, see spring 2010 contract for more details.

<sup>3</sup> Meal Plan- Students living in the residence halls are required to purchase at a minimum, the 8 meals/week plan for \$750/semester. More information about the various meal plan options is online at [http://www.tc3.edu/student/dining\\_meal\\_plan.asp](http://www.tc3.edu/student/dining_meal_plan.asp)

**12 Meals / Week Plan - BEST VALUE**

\$950 per semester includes \$150 Flex dollars\* (\$4.38 Cost per Meal)

**10 Meals / Week Plan**

\$850 per semester includes \$150 Flex dollars\* (\$4.60 Cost per Meal)

**8 Meals / Week Plan**

\$750 per semester includes \$150 Flex dollars\* (\$4.93 Cost per Meal)

\*Flex dollars are monies available for food items not included in the defined meal plan.

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

**\*\*A valid Certificate of Residence** must be provided in order for New York State residents to be eligible for NYS resident tuition. County-specific instructions and applications are online at [www.TC3.edu/cert](http://www.TC3.edu/cert) . **You may apply for your Certificate no sooner than November 23** (60 days before the beginning of spring classes). For assistance, 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: <b>Wednesday, January 20, 2010</b>
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 24 to January 3. The College will reopen on Monday, January 4, 2010.**