

## Spring 2010 Housing Criteria Checklist for NEW Students

This checklist is for students who are new to TC3 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 **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](mailto: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. Information regarding immunization requirements, including all necessary forms, is available online at [http://www.tc3.edu/student/health\\_immunizations.asp](http://www.tc3.edu/student/health_immunizations.asp). 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, you will need to make an appointment for **Pre-enrollment Orientation which includes Placement Testing**. Pre-enrollment Orientation begins on **October 28**. After testing you will make a second appointment for **advisement and registration to set up your Spring 2010 course schedule**. Attendance at Pre-enrollment orientation fulfills this part of the housing criteria; however, you must complete your spring 2010 advisement and course registration by the priority deadline of **December 18**. Students in campus housing must be registered for a full-time course load.
- \_\_\_ Sign and return your **Spring 2010 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 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**. This can be done any time after you apply to the College. 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.**
  - **FAFSA- 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 2009-10 FAFSA application and submit any documents required by the Financial Aid Office at TC3. File online at [www.fafsa.ed.gov](http://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. Once the Financial Aid Office has your FAFSA and all other necessary paperwork, you should receive an award letter in 3-4 weeks.

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.**