



Finger Lakes College Suites, c/o Management Office  
 4316 College Suites Drive, Canandaigua, New York 14424  
 Phone: 585-393-6420 • Fax: 585-393-6429

## Security Deposit/Administrative Fee Policy

1. A \$200 Security Deposit and non-refundable \$75 Administrative Fee are required in advance to become eligible for placement at Finger Lakes College Suites (FLCS) and will be held in accordance to the laws of the State. Please make a check or money order payable in U.S. dollars to **CHF-Finger Lakes, LLC \***. Please note that under no circumstances will cash be accepted.
2. The Security Deposit will be returned to an applicant if their application is not accepted. In the event Finger Lakes College Suites (FLCS) is full, the applicant may elect to be placed on a waiting list or request that the Security Deposit will be returned. The Administrative Fee is non-refundable. Please note that all requests to Finger Lakes College Suites (FLCS) must be made in writing.
3. The \$200 Security Deposit and non-refundable \$75 Administrative Fee assures compliance with the terms and conditions of Finger Lakes College Suites (FLCS) Student Housing License Occupancy Agreement. This form must be completed before residing at FLCS.
4. Should the applicant be placed on the waiting list, his or her acceptance for placement will be determined by the date that the \$200 Security Deposit and \$75 Administrative Fee were received.
5. If the applicant must withdraw his or her application due to circumstances beyond their control, a refund may be issued if the applicant submits a written request for release 60 days prior to their scheduled move-in date describing the circumstances and providing a copy of official third party documentation substantiating the reason(s) beyond applicant's control.
6. Finger Lakes Community College, on behalf of FLCS, will bill residents on a semester basis. A bill will be sent on July 1<sup>st</sup> for the Fall semester and December 1<sup>st</sup> for the Spring semester and are payable upon receipt.

A payment plan is offered which is described below. Note: a minimum payment of 40% will be required On August 1st for the Fall semester and January 1<sup>st</sup> for the Spring semester, **regardless of anticipated financial aid**. The remaining balance for each semester is due 60 days after the start of the semester. The following charts outline payment schedules and amounts for the various suite types.

### Fall Semester 2009

| Suite Type | Academic Year | Fall Semester Portion | 40% Billed July 2009, payable upon receipt and due by August 1 | 60% Due 60 days from semester start, payable upon receipt |
|------------|---------------|-----------------------|--|---|
| 4 bedroom  | \$6,421.00    | \$3,211.00            | \$1,284.00   | \$1,926.00  |
| 3 bedroom  | \$6,531.00    | \$3,266.00            | \$1,306.00   | \$1,960.00  |
| 2 bedroom  | \$6,934.00    | \$3,467.00            | \$1,387.00   | \$2,080.00  |
| 1 bedroom  | \$7,638.00    | \$3,819.00            | \$1,528.00   | \$2,291.00  |

**Spring Semester 2010**

| Suite Type | Academic Year | Spring Semester Portion | 40% Billed December 2009, payable upon receipt and due by January 1 | 60% Due 60 days from semester start, payable upon receipt |
|------------|---------------|-------------------------|---|---|
| 4 bedroom  | \$6,421.00    | \$3,211.00              | \$1,284.00  | \$1,926.00  |
| 3 bedroom  | \$6,531.00    | \$3,266.00              | \$1,306.00  | \$1,960.00  |
| 2 bedroom  | \$6,934.00    | \$3,467.00              | \$1,387.00  | \$2,080.00  |
| 1 bedroom  | \$7,638.00    | \$3,819.00              | \$1,528.00  | \$2,291.00  |

I fully understand the terms and conditions of the Security Deposit/Administrative Fee Policy.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I am under the age of 21, therefore, a parent or legal guardian must also sign this application.

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date