

**DISCOUNTED  
RATES**

(SEE BACK) Take effect if  
contract and deposit are  
postmarked by July 1, 2018

## Housing Criteria Checklist for NEW Students | Fall 2018

This checklist is for students who will be new to Tompkins Cortland Community College and are interested in on-campus housing for the Fall 2018 - Spring 2019 academic year. Housing is offered on a first-come, first-served basis. We will begin to notify new students about their housing status in April 2018.

**To be offered a room in our residence halls, you must complete ALL of the following criteria AS QUICKLY AS POSSIBLE (in any order):**

### REGISTRATION

You must be registered for classes for the Fall 2018 - Spring 2019 semester. If you are applying for admission, you must follow the instructions emailed to you about scheduling your placement test and/or orientation. You may also call 607.844.6580 to schedule your testing and/or orientation. Students must attend orientation in order to get registered for courses and meet this criteria. If you have a disability and need testing modifications, call 607.844.8222, Ext. 4415 to schedule testing. Testing begins in March, and orientation sessions begin in April.

### IMMUNIZATIONS

Proof demonstrating full compliance of immunization, according to Public Health Law sections 2165 and 2167, must be on file in the Student Health Center. Additional information, including the Student Immunization Record Form, is available online. Call the Student Health Center at 607.844.8222, Ext. 4487, if you have questions.

### CONTRACT

Sign and mail or fax (607.844.6560) your 2018-2019 Residence Hall Contract or you may read, complete and submit your residence hall contract online at [TC3.simplecampushousing.com](http://TC3.simplecampushousing.com). You will need your myTC3 username and password to use the online form. You may submit a contract as soon as you apply to the College. You must be at least 18 years old by December 31, 2018 and a parent or guardian signature is required for all students under 18 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. This contract is for the Fall 2018 and the Spring 2019 academic year. There are financial penalties for breaking the contract between the fall and spring semesters.

*NOTE: The contract does not "hold" a room; you must complete all the steps in this checklist.*

### SECURITY DEPOSIT

Pay your \$250 security deposit. You may pay your deposit as soon as you apply to the College. You may pay with cash, check, money order (payable to Tompkins Cortland Community College, Room 101, 170 North St, PO Box 139 Dryden NY 13053), or Visa, Discover or MasterCard. 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 checklist to be offered a room in campus housing. It will be refunded if you are not offered a room. Call 607.844.6580 and select option "4" to make a security deposit payment using a credit card.*

### PAYMENT

Payment arrangements for tuition, fees, and housing must be in place; either one of the two options below will meet the payment criteria:

**Cash, check, money order, VISA, Discover or MasterCard, FACTS Payment Plan and/or third-party payer:** Complete and return a Payment Arrangement Form along with a \$2,500 down payment to the Enrollment Services Center, Room 101, or phone 607.844.6580 and select option "4." This can be done any time after you apply to the College. *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 2018-2019 FAFSA application and submit any documents required by the Financial Aid Office. File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using Federal School Code 006788 and [www.tapweb.org](http://www.tapweb.org) using TAP School Code 2260. If you have not already filed, please do so immediately. Once the FA 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 require special housing accommodations due to a disability or medical issue, contact the Coordinator of Access and Equity Services at 607.844.8222, Ext. 4283. Accommodations might include assignment to a particular building or apartment, or availability of specialized equipment. Appropriate documentation of disability or medical issue will be required.

## Estimated Tuition and Housing Charges for Fall 2018

DESCRIPTION	NY State Residents**		Non - NY State Residents (Cost with Be One of Us Scholarship*)	
	FALL	SPRING	FALL	SPRING
Tuition	\$2,475	\$2,475	\$2,475	\$2,475
Miscellaneous Fees	675	595	675	595
Non-Resident Student Fee*	-----	-----	500	500
<b>Sub Total<sup>1</sup></b>	<b>\$3,150</b>	<b>\$3,070</b>	<b>\$3,650</b>	<b>\$3,570</b>

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

Security Deposit	250	-----	250	-----
Hall Council Fee	15	15	15	15
Room <sup>2</sup>	3,700 (with discount)	3,700 (with discount)	3,700 (with discount)	3,700 (with discount)
Meal Plan <sup>3</sup>	1,410	1,410	1,410	1,410
<b>TOTAL (est.)</b>	<b>\$8,525</b>	<b>\$8,195</b>	<b>\$9,025</b>	<b>\$8,695</b>

**Don't wait! Students who sign the contract and submit a deposit by July 1, 2018  
save \$500 per semester!**

\*Be One of Us Scholarship - Students receiving a "Be One of Us" Scholarship will receive a scholarship for non-resident tuition but will be required to pay a \$500 fee. See website for more details.

1 These are ESTIMATED rates; final 2018-2019 tuition and fee rates will be determined in late June 2018.

2 Room rates for the 2018-2019 academic year are \$4,200 per semester; \$3,700 with discount.

Break housing has additional costs; see 2018-2019 contract for more details. Room rates include laundry at no additional cost.

3 Meal Plan - Students living in the residence halls are required to purchase, at minimum, the 12 meals/week plan.

The estimated rate for this minimum plan is \$1,410/semester. Meal plans for 14 or 16 meals per week will also be offered.

Additional information will be provided online as meal plan costs and options for the 2018-2019 academic year become finalized.

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.

Please refer to the Payment Information page on our website at [tompkinscortland.edu/enroll\\_svc/student.asp](http://tompkinscortland.edu/enroll_svc/student.asp)

**Tompkins Cortland Community College Refund Policy** - Please refer to the Payment Information page on our website at [tompkinscortland.edu/enroll\\_svc/student.asp](http://tompkinscortland.edu/enroll_svc/student.asp)

**Housing Security Deposit Refund Policy**- Please refer to the Residence Hall Contract