



C/O United Realty Management Corp., AMO®  
 400 Jordan Road, Troy, New York 12180 • 518-687-7396

## Security Deposit/Administrative Fee Policy

1. A \$200 Security Deposit and \$75 Administrative Fee are required in advance to become eligible for placement at The Village College Suites at NCCC 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 **Student Housing Village Corp \***. Cash will not be accepted.
2. Deposits will be returned to applicants if application is not accepted. In the event The Village College Suites at NCCC is full, the applicant may elect to be placed on a waiting list or request that the Security Deposit be returned.
3. The \$200 Security Deposit and \$75 Administrative Fee assure compliance with the terms and conditions of The Village College Suites at NCCC Student Housing License Occupancy Agreement which the applicant will receive once accepted as a resident of The Village College Suites at NCCC.
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 reason beyond applicant's control. If the reason for the application withdrawal is due to a change or withdrawal from college, the applicant must provide a letter indicating his or her intentions no later than 60 days prior to their scheduled move-in date. You must also include a copy of the letter from the college acknowledging that you have officially withdrawn.
6. A payment plan is offered which is described below. Note: a minimum payment of 50% will be required on August 1, 2008 for the Fall semester and December 10, 2008 for the Spring semester, regardless of anticipated financial aid. The following charts outline payment schedules and amounts for the various suite types.

### SUITE TYPES AND RATES FOR THE VILLAGE COLLEGE SUITES AT NCCC, FALL 2008

The Village - College Suites at NCCC invoices residents by semester. The following chart outlines payment amounts for the various suite types.

#### Fall Semester

Suite Type	Academic Year	Fall Semester Portion	50% You will receive a bill on or before July 1, 2008, payable upon receipt and due by August 1, 2008	Balance of 50% You will receive a bill on or before September 15, 2008 payable upon receipt and due by October 15, 2008
4 bedroom	\$6,500	\$3,700	\$1,850	\$1,850
2 bedroom doubles	\$4,900	\$2,450	\$1,225	\$1,225
2 bedroom	\$7,200	\$3,600	\$1,800	\$1,800
1 bedroom	\$7,400	\$3,700	\$1,850	\$1,850

#### Spring Semester

Suite Type	Academic Year	Spring Semester Portion	50% You will receive a bill on or before November 10, 2008, payable upon receipt and due by December 10, 2008	Balance of 50% You will receive a bill on or before January 10, 2009 payable upon receipt and due by February 10, 2009
4 bedroom	\$6,500	\$3,700	\$1,850	\$1,850
2 bedroom doubles	\$4,900	\$2,450	\$1,225	\$1,225
2 bedroom	\$7,200	\$3,600	\$1,800	\$1,800
1 bedroom	\$7,400	\$3,700	\$1,850	\$1,850

All payments are your responsibility and/or the responsibility of your parent/legal guardian and not that of THE VILLAGE College Suites at NCCC.