



INCREMENTAL STUDENT HOUSING FEE PAYMENT REQUEST FORM

- All student housing fees are due by the 1st of each month. We automatically offer a grace period of 12:00 p.m. on the 5th of each month should a resident be unable to pay by the 1st.** If a resident is receiving student loans, all housing fees will be deducted from those loans. Any balance not covered by the loans will need to be paid accordingly. If a resident is not receiving student loans, all housing fee payments should be made on a monthly basis paid by the 5th of each month. Housing fee payments can be made directly to the Business Office or through a Genisys account.
- There is a \$50.00 late fee added to student accounts when full housing fee amounts are not received on time. This fee becomes applicable to all student accounts at 12:00 p.m. on the 5th of each month.
- In rare circumstances, Student Housing will consider allowing a resident to make housing fee payments in increments that are approved by the Area Director and/or Director. All residents will be notified in writing of approval or disapproval.
- A resident requesting to make incremental housing fee payments must first read, agree to and plan for the following Student Housing requirements:
 - Residents are to utilize an incremental payment request only in rare or emergency financial situations. Residents may not utilize the incremental payment request form more than twice during any given academic year (defined as beginning in August of a given calendar year and ending in July of the next calendar year) as to do so indicates a residents regular inability to meet their financial obligations to the University.**
 - The resident is responsible for submitting the payments by the deadlines listed below. Payments must be submitted to the Business Office or through the resident's Genisys account.
 - Payments may not be spread across multiple months. All rent due for a given month is due by 12:00 p.m. on the last day of that month.**
 - Failure to meet these payment deadlines will result in the resident being subject to violation of their student housing contract and cancellation of their Incremental Student Housing Fee Payment Request, cancellation of their student housing contract and removal from student housing.

Schedule of Payments:

1st payment date: ____/____/____ 1st installment amount: \$____.____

2nd payment date: ____/____/____ 2nd installment amount: \$____.____

3rd payment date: ____/____/____ 3rd installment amount: \$____.____

By signing this form, the resident understands and accepts the terms of the Incremental Rent Payment Request Form.

Resident name

Building/Apt #

Resident signature

Date

Area Director/Director

Date