



100 Union Drive, Albany, New York 12208 ■ Telephone 518.694.9000 ■ Fax 518.694.9001

Application Fee Policy

1. A **\$200 Application Fee** is required in advance to become eligible for placement at UH College Suites. Should you be placed on the waiting list, your acceptance for placement will be determined by the date that your \$200 Application Fee was received. Your check or money order should be made payable in U.S. dollars to RCA*. Log on to **www.uhcollegesuites.com** and click on the "Pay Your Rent Online" icon. There is an additional convenience charge of \$17.95 to make payments online. Cash will not be accepted.
2. Your \$200 Application Fee assures that you comply with the terms and conditions outlined in the UH College Suites Student License and the Rules and Regulations Agreements. Each resident will receive a copy of both before moving in and will be required to sign an acknowledgement of receipt before being given room keys.
3. If you find alternative living arrangements, you must **immediately** notify UH College Suites management in writing.
4. If you have received confirmation or notification that a room has been reserved for you at UH College Suites and you then decide to withdraw your application, your \$200 Application Fee will be forfeited.

This does not apply if your application withdrawal is due to a change or withdrawal from college **30 days or more prior** to the beginning of your scheduled move-in date. If this is the case, you must **immediately** provide a letter indicating your intentions and why you are withdrawing your application for residency at UH College Suites. You must also include a letter from the college stating that you will no longer be attending. Once we receive this information, your \$200 Application fee will be returned to you within 90 days.

____ I fully understand the terms and conditions of the Application Fee Policy.

Applicant Name

Signature

Date

*Renaissance Corporation of Albany ("RCA") is a non-profit organization doing business as University Heights College Suites.

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