



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 **Association Housing, LLC** *. Please note that under no circumstances will cash be accepted.
2. 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.
3. 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.
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. Once the Applicant enters into a Student Housing License Agreement they become a "resident". If the resident must withdraw his or her Student Housing License Agreement due to circumstances beyond their control, a refund may be issued if the resident 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. If the Applicant is offered housing and declines they are no longer entitled to a refund.
7. Finger Lakes Community College, on behalf of FLCS, will bill residents on a semester basis. Bills will be sent for both the Fall and Spring semesters and are payable upon receipt.

