



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/Application Fee Policy

1. A \$200 Security Deposit and non-refundable \$75 Application 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.
Payment methods: 1.) Make a check or money order payable in U.S. dollars to **Association Housing- LLC**
2.) Credit Card- **Online ONLY** at www.rentpayment.com
***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. If the applicant declines to attend Finger Lakes Community College by May 1, the Security Deposit and Application Fee will be returned. In such cases the applicant is required to provide their intention to decline attendance to the institution in writing to the housing office by May 1. Refunds will be issued when their application status is updated to "decline" with the institution.
4. The \$200 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 \$75 Application Fee is non-refundable.
***Please note that all requests to Finger Lakes College Suites (FLCS) must be made in writing.**
5. 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 Application Fee were received.
6. 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 or partial 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. The \$75 Application Fee is non-refundable.
7. Applicants who are offered housing and decline are no longer entitled to a refund.
8. 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.
9. Return Check Fee of \$25.00 will be charged by Finger Lakes College Suites for any payment that is returned unpaid.

