



Student Housing Village Corporation

Office of Residence Life · 3115 Saunders Settlement Road · Sanborn, NY 14132 · 716-731-8850

Security Deposit/Administrative Fee Policy 2023-2024 Academic Year

1. A \$200.00 security deposit and a \$75.00 non-refundable administrative fee are required in advance to become eligible for placement at Student Housing Village and will be held in accordance to the laws of the State. **Please make money order payable in U.S. dollars to Student Housing Village Corp or once you have completed the application you can put the deposit down using Paypal.**
2. Security deposits will be refunded to applicants if their application is not accepted. In the event Student Housing Village is full, the applicant may elect to be placed on the waiting list or request that their security deposit be refunded. Should the applicant be placed on the waiting list, his or her acceptance for placement will be determined by the date the Office of Residence Life receives the student's completed Student Housing License Occupancy Agreement.
3. The \$200.00 security deposit and \$75.00 administrative fee assures compliance with the terms and conditions of the Student Housing Village Student Housing License Occupancy Agreement. The Student Housing License Occupancy Agreement is sent to students once a completed application, the security deposit and administrative fee is received by the Office of Residence Life.
4. If the applicant must withdraw his or her application due to circumstances beyond their control, a refund of the \$200.00 security deposit may be issued if the applicant submits written request for release 60 days prior to the first day of classes describing the circumstances and providing a copy of official third party documentation substantiating the reason beyond applicant's control. If the reason for the application withdrawal is due to a change or withdrawal from NCCC, the applicant must provide a letter indicating his or her intentions no later than 60 days prior to the first day of classes. **Failure to adhere to this policy will result in the forfeiture of both the security deposit and administrative fee to the Student Housing Village Corp. Any student whose license is terminated FOR ANY REASON will forfeit their security deposit.**
5. You will receive a bill in August for the fall semester and mid-November for the spring semester. Amounts due are payable upon receipt. If financial aid will be utilized for housing charges, residents will be required to authorize direct payment to SHVC. The following charts outline payment schedules and amounts for the various room types.

Room Type	Academic Year	Semester Portion
1 Bedroom single*	\$11,560	\$5,780
2 Bedroom single*	\$10,630	\$5,315
4 Bedroom single	\$9,250	\$4,625
5 Bedroom single	\$8,600	\$4,300
5 Bedroom large single*	\$8,920	\$4,460

**Limited Number of suites*

5 bedroom suites do not include a living room