

APPLICATION FEE POLICY

1. A **\$200.00 Application Fee** is required in advance to become eligible for housing at UH College Suites. When your completed application packet is received, all applicants are initially placed on our housing list. Actual placement is based on the date we receive your \$200.00 Application Fee. A complete application packet (which includes the \$200.00 application fee) **does not guarantee** a housing placement. Your check or money order should be made payable in U.S. Currency to UHCS. You may also log on to www.uhcollegesuites.com and click on the "Pay Your Rent Online" icon. The RentPayment service has a *percentage-based transaction fee when you make online payments*. Cash will only be accepted under extreme circumstances.
2. Your \$200.00 Application Fee assures that you comply with the terms and conditions outlined in the UH College Suites Student Housing License Agreement and the UH College Suites Rules and Regulations. Once a housing confirmation/notification that a room has been reserved for you at UH College Suites, each resident will receive a license agreement and must be signed within 5 days of receipt of the confirmation/notification. In addition, the UH College Suites Rules and Regulations are available at <https://uhcollegesuites.com/faq> for review.
3. If you find alternative living arrangements, you must **IMMEDIATELY** notify UH College Suites Management in writing.
4. If you have received confirmation/reservation that a room has been reserved for you at UH College Suites and you then decide to withdraw your application, your \$200.00 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 \$200.00 Application Fee will be returned to you within 90 days.

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

Signature

Print Name

Date