



Rent Reminders:

Dear Resident:

First, a note of “Thanks” to all of our residents who renewed their contracts. We are so happy to continue to have you as residents for another year. For all of our new residents, a big “Welcome” to your new home on campus at Kennesaw State University. We are thrilled to have you as new residents and neighbors. We hope you meet many friends this upcoming year. We will be glad to answer all your questions about your new room and about life on campus.

We want to run through a few reminders concerning rent for your housing. For those of you that have chosen to pay your rent monthly, we’ll gladly accept checks, money orders, or cashier’s checks in our office and credit card payments through Resident Portal online. **We cannot accept cash in the office for rent payments.** Please make sure you know what your *new* rent amount will be each month. If you are not sure what your monthly rental amount is, call the community office at which you reside to get the correct rental rate. **Please note: You must pay the first installment by check, cashier’s check or money order.**

Rent is due on or before the first (1st) of the month (Note: you will NOT be sent an invoice or bill). Rent is considered late after the fifth (5th) of the month. If payment is received after the 5th of the month, you will be charged a **\$50** late fee; and an additional **\$50** will accumulate on the 10th and then an additional **\$50** on the 15th if your rent remains unpaid. Also, remember that late payments received after the 15th must be in the form of a money order or cashier’s check. No personal checks will be accepted after the 15th. If the past due date falls on a Saturday, Sunday, or National holiday, payment must be made prior to the opening of business day following such weekend or holiday. When a check is returned to us for non-sufficient funds (NSF), there will be a \$35 check return fee and the balance will be due immediately upon notification. Late fees will be assessed.

Electrical Conservation Caps: In order to promote responsible use of and conservation of electricity, your community has placed a cap of \$42 per bedroom per month. Any actual utility billings over this cap will be divided equally among each roommate and will be billed to you on a Quarterly basis.

Rent drop boxes are available for after hours. For KSU Place and University Village residents the rent drop box is located in front of the University Village Center to the right of the office entrance door. For University Place residents the rent drop is located on the side of the Town Hall (University Place office). For University Village Suites residents, the drop box is located in the office area off the main lobby.

If you plan to use **Financial Aid** to pay for your housing for fall in part or full, you will need to contact one of our staff members at the community office where you reside to complete a deferment form. The deferment form must be completed and approved by management staff along with your awards letter and award history and delivered to the Bursar's office prior to **August 4, 2010**. If you are using financial aid for spring semester, the deferment form must be filled out and returned to the Bursar's office prior to **December 6, 2010**. There are no summer deferments.

Finally, we would like to clarify the **Housing Dismissal Policy**. If a resident fails to meet the following conditions, the housing contract will be considered in default: You must be registered in classes at Kennesaw State University; you must not be academically dismissed by the University; you must not be dismissed from the University for violation(s) of the KSU Student Code of Conduct. If you fail to meet any of these conditions, management has the right to terminate your housing contract and you must vacate the bedroom. Remember, you are still liable for any rent installment(s) and any additional rent accrued through the end of your contract term or until the re-lease of your bedroom. If management grants you termination of your housing contract, the Termination Fee will be fifty percent (50%) of the remaining balance of your contract or an amount equivalent to three months rent installment, whichever is greater; and will be due upon move-out.

Again, remember rent is due on the first of the month. Paying your rent on time keeps your credit records clean and healthy. Thanks to all of you for your prompt payments. If you have any questions or problems regarding your rent payments, we are always pleased to assist you. Let us know how our friendly staff can best serve you and help make your living experience here enjoyable this year.

Sincerely,

KSU Housing Management Team