

GREEK FINANCIAL SIGN-OVER FORM

Name of Chapter: _____

Name of Chapter Resident: _____

Room Assignment: _____

Academic Class: _____

Andrew ID: _____ @andrew.cmu.edu

	FALL _____ year	SPRING _____ year
Room Fees:	_____	_____
Meal Plan:	_____	_____
Subtotal	_____	_____
National Dues:	_____	_____
Chapter Dues:	_____	_____
Damage Fees:	_____	_____
Social:	_____	_____
Fines:	_____	_____
Other (please explain):	_____	_____
Subtotal	_____	_____
TOTAL	_____	_____

Please return to: Carnegie Mellon University
Housing and Dining Services Office
E-101 Morewood Gardens

Phone: 412.268.2139

Web: www.cmu.edu/housing/

This agreement is between the above named Student (referred to as "Student") and Carnegie Mellon University (referred to as "University"). The Student and the University agree as follows:

Student agrees to have the dollar amount listed above charged against the Student's University account and to pay this amount to the University prior to each semester's registration date.

The Student authorizes the University to credit federal financial aid towards student account charges in addition to tuition, fees, room, and dining such as library fines, parking fines, health insurance and fraternity or sorority charges. The Student understands that he or she may rescind this authorization at any time by submitting a written request using any one of the following methods:

e-mail: thehub@andrew.cmu.edu,

fax: 412.268.8084, or

mail: Enrollment Services - The HUB, Carnegie Mellon University, 5000 Forbes Ave, Pittsburgh, PA 15213-3890.

Authorizations and rescissions become effective on the day they are received by the HUB and may not be applied retroactively.

Upon submission of this agreement, signed by the Student, the Chapter receives associated credit towards its rent and/or other obligations under the Greek housing lease in effect between the University and the Chapter regarding the Chapter house lease for the amounts specified above relating to the rent or other obligations.

The amount specified above may only be reversed upon written request to the Student Life Office, signed by the Chapter's Treasurer or President, since such a reversal will result in these amounts being assumed by the Chapter and its members.

While this agreement is normally for a two-term period comprising the entire academic year stated above, the Chapter may, upon written request to the Student Life Office, signed by the Chapter's Treasurer or President, terminate this agreement at any time and request a pro-rated refund to be credited to the Student's University account.

In addition, if the Student resides in the Chapter house, the University and the Student also agree as follows:

When vacancies occur within the Chapter house, the Chapter reserves the right to adjust the per-semester assigned room charge for each resident to reflect such vacancies. Any remaining unpaid balance owed to the University under the lease is the responsibility of the Chapter and/or the residents of the Chapter house, including the student.

Damages to the Chapter house or adjacent property that cannot be assigned to an individual will be the responsibility of the Chapter and the residents of the Chapter house, including the Student.

The Student is responsible for any damages to the Chapter house (other than normal wear and tear) caused by the Student and any damage to the Student's assigned room in the Chapter house.

The Student agrees that the Student's residence at the Chapter house is subject to the terms and conditions of the Lease (a copy of which may be obtained by the Chapter).

By signing below, the Student represents that the Student is at least 18 years old, has read this agreement and agrees to its terms. The Student understands that the dollar amount listed above and any other charges permitted by this agreement will be charged against the Student's University account and the Student agrees to pay this amount to the University. The Student further agrees to abide by all rules and regulations established by the University (including the Housing and Dining Services Office or the Office of Student Affairs) and/or the Chapter. In the event of any conflict, University policies supersede those of the Chapter.

Signature _____ Date _____
for the Chapter _____ Date _____
for the University _____ Date _____