

GREEK FINANCIAL SIGN-OVER FORM

Name of Greek Organization: _____
Student Name: _____
Room Assignment: _____
Andrew ID: _____@andrew.cmu.edu

	FALL _____	SPRING _____
Room Fees	\$ _____	\$ _____
Meal Plan	\$ _____	\$ _____
CNCBL	\$ _____	\$ _____
Live-out Fee (only Rent)	\$ _____	\$ _____
TOTAL CHARGE AGAINST STUDENT ACCOUNT	\$ _____	\$ _____

Please return to: Carnegie Mellon University
Housing Services
5134 Margaret Morrison Street
Phone: 412.268.2139
Web: www.cmu.edu/housing

This agreement is made by the Student in favor of Carnegie Mellon University (referred to as "University").

The Student agrees as follows:

Student agrees to have the dollar amounts listed above and any other charges or other amounts contemplated herein charged against the Student's student account at the University. The Student agrees to pay these amounts to the University by the deadlines determined by the University's Student Accounts Office, and authorizes such charges and other amounts. The Student also authorizes the University to credit the Student's federal financial aid towards the payment of these student account charges.

Unless otherwise specified in the Greek housing lease in effect between the University and the Greek Organization for the Greek housing facility (i.e., Chapter house and, if applicable, garage) leased by the Greek Organization from the University (referred to as "Greek Lease") and/or Greek Housing Policies, upon submission of this agreement signed by the Student to Housing Services, the Greek Organization receives credit towards its rent and/or other obligations under the Greek Lease for the amounts listed above (excluding Meal Plan). These amounts may generally only be reversed or credited upon written request made to Housing Services by the Greek Organization's House Manager (or Treasurer or President if permitted by the Greek Lease), since such a reversal or credit may result in the Greek Organization and/or the remaining members or residents of the Greek housing facility assuming the responsibility for payment of these amounts.

While this agreement is normally for a two-term period comprising the entire academic year stated above, the Greek Organization may, upon written request made to Housing Services by the Greek Organization's House Manager (or Treasurer or President if permitted by the Greek Lease), terminate this agreement at any time and request a pro-rated refund to be credited to the Student's student account at the University. In the event the requested (as and when permitted by the Greek Lease and/or Greek Housing Policies), as specified in the Greek Lease, the Greek Organization and/or the remaining members and/or residents of the Greek housing facility assume responsibility for any unpaid rent that remains unsatisfied as a result of such termination and/or pro-rated refund under the Greek Lease.

All other requests to terminate or rescind this agreement in whole or in part shall be directed to Housing Services and will only be granted as and when permitted by University policy, including the Greek Lease (if applicable) and Greek Housing Policies.

In addition, if the Student resides in the Greek housing facility, the Student also agree as follows:

The Student agrees to abide by the policies, rules and regulations of University and/or Housing Services as University housing resident students. The Student agrees that the Student's residence at the Greek housing facility is also subject to the terms and conditions of the Greek Lease (a copy of which may be obtained from the Greek Organization).

When vacancies occur within the Greek housing facility, the Greek Organization reserves the right to adjust the per-semester assigned room charge for each resident, including the Student, to reflect such vacancies. The Student is responsible for any damages to the Greek housing facility (normal wear and tear excepted) caused by the Student and any damage to the Student's assigned room in the Greek housing facility. Further, the Greek Organization and the residents (including Student) are, except as otherwise expressly set forth in the Greek Lease, individually (for each resident's pro rata share, unless a greater amount is otherwise specified in the Greek Lease or required by the policies, rules and regulations of University and/or Housing Services) and collectively responsible for paying all amounts (including rent) and other fees, charges and assessments authorized by the Greek Lease and/or the policies, rules and regulations of University and/or Housing Services (including vandalism charges, damages, fines, fees and the cost of special projects not specified by the Greek Lease).

By signing below, the Student represents that the Student is at least 18 years old, has read this agreement and understands to its terms, and intends to be legally bound by it.

Student Signature _____ Date _____

Parent Signature (if student is under 18) _____ Date _____

Chapter Representative _____ Date _____

Date Received by Housing Services _____