**WINTER BREAK HOUSING FORM**

**STUDENT NAME:** ___________________  **BANNER ID:** ___________________

**WINTER TERM:** ___________________  **SPRING TERM:** ___________________

A refund occurs when financial aid on your college account exceeds tuition and other charges for a semester. For example, if for the spring semester your total charges equal $5,000 (tuition, fees, etc.) and your total financial aid equals $6,000, you would receive a refund of $1,000. This form allows students to project the cost of living in college housing over the winter break, project any spring refund, and then authorize the college to use a portion of their spring refund to pay for housing charges incurred by the student over the winter break.

**INSTRUCTIONS**

1. Housing Office completes and signs their section (Algonquin Hall 103).
2. Financial Aid Office completes and signs their section (Kehoe Building 4th Floor).
3. Student confirms enrollment on the spring bill and signs the signature authorization below.
4. Submit completed form to Student Accounts (Kehoe Building 1st Floor)

**TO BE COMPLETED BY HOUSING OFFICE**

- Winter Housing Start Date ___________________
- Winter Housing End Date ___________________  
- Projected Winter Housing Charges $________

**TO BE COMPLETED BY FINANCIAL AID OFFICE**

- Projected Spring Charges $________
- Projected Spring Financial Aid $________
- Projected Spring Refund $________
- Winter Housing Charges $________
- Revised Projected Spring Refund $________

**CONFIRM SPRING ENROLLMENT AND SIGNATURE AUTHORIZATION**

By signing below, I certify that I have confirmed my enrollment on the spring bill.

I also authorize SUNY Plattsburgh to apply $__________ of my financial aid refund from the spring semester (i.e. referenced above) toward my housing charges in the winter semester (i.e. referenced above). I understand that my spring refund will be reduced by this amount. By signing below, I also understand that my spring refund is currently a projection and may change from the actual refund amount. If the actual refund is different than the projection for any reason (ex. loss of aid eligibility) and no longer covers my winter housing charges, I understand that I am responsible for paying my winter housing charges in full.

__________________________  __________________________
Student Signature  Date