

July 24, 2007

Dear Greek President, House Corporation/Alumni Advisor, and Chapter Advisor,

You are being contacted as you have interest with bursar/RPI billing. Currently you use Rensselaer to assist you in the collection of room/board and possibly other fees. In a move to make this process streamlined; standards, guidelines and requirements have been established for groups who wish to continue with collecting their monies using RPI. The procedures for billing for both fall and spring semesters are outlined below:

1. When budgets are prepared, the Administration Division will provide the Greek Chapter estimated costs for items Rensselaer will bill the Chapter. Specific items to be billed will vary among chapters depending on the structure of the agreement between Rensselaer and the Chapter. Information will be collected by Administration from various Institute sources, including any contractual debt service requirements from the Finance Division. This information will be provided to Greek Life for communication to the Greek Chapter. Costs may include:
 - Debt Service
 - Capital Reserve payments
 - Property/School Taxes
 - Building Maintenance/Repair
 - Insurance (reimbursing under Rensselaer blanket policy)
 - Utilities-including water
 - Telephone charges (reimbursing under Rensselaer's phone system)
2. Chapter will provide confidential proforma for review by Office of Fraternity and Sorority Affairs, Finance, Environmental health and safety, Physical Plant and Administration to assist Chapter in setting appropriate billing to members. This material will be provided no later than March 1.
3. Before April 1, Greek Chapter provides Rensselaer (Office of Fraternity and Sorority Affairs) with the following for the Fall Semester:
 - Signed Billing/Collection agreements
 - Listing of brothers/sisters to bill (roster)
 - Amount to be billed (room and board)

Amount to be billed may include social and house maintenance fees and will be issued only to Rensselaer students who have room and board contracts and billing/collection agreements with the Chapter.

Office of Fraternity and sorority Affairs will forward roster (with names and amounts) to Auxiliary Services and Administration.

4. Agency funds are set up for each Chapter. The Agency fund is where the revenue collected by the Bursar and the expenses outlined in item #1 are posted. Administration is responsible for reconciling the fund.
5. Capital Reserve Funds administered by Rensselaer are required for all houses where Rensselaer has a financial interest. Capital Reserve Funds maintained by either the Chapter or Rensselaer are required for all other houses.
6. Administration prepares a fund summary itemizing estimated expenses and revenue.
7. Student billings will accrue in the Agency Fund set up for each Chapter.
8. Approximately September 1, Administration uses the estimated cost amount determined in item#1 and the revenue in item #3 to determine the balance available to the Chapter in the Agency Fund. This amount should normally equal one semester's student billing less one half of the estimated annual expenses. Administration requests a disbursement to distribute 75% of this balance to the Chapter to be used for Chapter operations. Administration will follow-up with Accounts Payable to ensure payment is issued within two weeks of request.
9. Approximately November 15, once the total student billing (item#3) is received in the Agency Fund, Administration requests a disbursement to the Chapter for the remaining balance (less applicable expenses) in the Agency Fund. Before payment is made, Administration will contact the Bursar's office to determine uncollected amount from Chapter students. Under no circumstances will a disbursement be made that results in a deficit balance of the Agency Fund. Administration will follow-up with Accounts Payable to ensure payment is issued within two weeks of request.
10. Administration notifies Chapter of balances owed by individual members and the Bursar's office notifies students of balances they owe. The Fraternity/Sorority Chapter and Member billing/Collection Agreement signed by Chapter and individual members permit this notification which was reviewed by Institute Counsel.
11. By November 1, Greek Chapter provides Rensselaer (office of Fraternity and Sorority Affairs) with the following for the Spring Semester:
 - Signed Billing/Collection agreements
 - Listing of brothers/sisters to bill (roster)
 - Amount to be billed (room and board)

Amount to be billed may include social and house maintenance fees and will be issued only to Rensselaer students who have room and board contracts and billing/collection agreements with the Chapter.

Office of Fraternity and Sorority Affairs will forward roster (with names and amounts) to Auxiliary Services and Administration.

12. Student billing will be accrued in the Agency Fund set up for each chapter.
13. Approximately January 15, Administration uses the estimated cost amount determined in item #1 and the revenue in item #11 to determine the balance available to the Chapter in the Agency Fund. This amount should normally equal one semester's student billing less one half of the estimated annual expenses. Administration requests a disbursement to distribute 75% of this balance to the Chapter to be used for Chapter operations. Administration will follow-up with Accounts Payable to ensure payment is issued within two weeks of request.
14. Approximately March 15, Administration determines the final billing to Chapter for the cost items noted in item #1 and any additional charges that should be reimbursed by the Chapter. Before payment is made, Administration will contact Bursar's office to determine uncollected amount from Chapter students. Administration will follow-up with Accounts Payable to ensure payment is issued within two weeks of request.
15. Administration notifies Chapter of balances owed by individual members and the Bursar's office notifies students of balances they owe. The Fraternity/Sorority Chapter and Member billing/Collection Agreement signed by Chapter and individual members permit this notification which was reviewed by Institute Counsel.
16. Administration prepares a fund summary itemizing all transactions and outstanding student balances. Any unpaid balance owed by individual members (amounts initially determined in item #14 and adjusted for late payments if applicable) will be noted in the final year-end Agency fund summary and will be rolled over into the subsequent year's billing.

If you wish to continue with billing the procedures listed above must be met by your organization. Your chapter must also sign off and agree to the Rensselaer Requirements for the Privileges of Bursar Billing which is attached to this mailing. Your chapter's House Corporation/Alumni Advisor and Chapter Advisor must sign off on the requirements to continue with billing. A copy of the Billing Collection Agreement has also been attached and this form must be signed by all chapter members on your roster who are being billed.

Should you have any questions or concerns, please contact my office and I will offer assistance.

Sincerely,

Jessica Wickiewicz
Assistant Dean of Students/Fraternity and Sorority Affairs
(518) 276-6267
wickij@rpi.edu

Rensselaer Requirements for the Privilege of Bursar Billing

Please refer to the Greek Relationship Statement: <http://www.rpi.edu/dept/doso/greek/relationship.html> and the Residence Life Community Standards and Policies: <http://l2ee.rpi.edu/reslife/update.do?catcenterkey=20> for more details

	RPI Owned House	Non-RPI Owned House
Safety:		
Annual inspection by EH&S	Y	Y
Adhere to City and State building code requirements as applicable	Y	Y
Adhere to EH&S and applicable fire code requirements	Y	Y
Adhere to CPFD/Physical Plant safety system maintenance and upkeep requirements	Y	Y
Ensure students live in a safe environment	Y	Y
Cleanliness:		
Annual inspection by EH&S	Y	Y
Adhere to County sanitation code requirements	Y	Y
Ensure students live in a clean environment	Y	Y
Cleanliness of kitchens, bathrooms and other public spaces	Y	Y
Adequacy of the pest control program	Y	Y
Maintenance:		
Annual inspection by Physical Plant	Y	Y
Ensure physical facility is maintained to Rensselaer standards	Y	Y
Structure and envelope	Y	Y
HVAC and plumbing	Y	Y
Appliances and furnishings (as applicable)	Y	Y
Electrical	Y	Y
Fire safety systems	Y	Y
Grounds	Y	Y
Financial:		
Meet with Rensselaer annually (Feb) with budget proformas for upcoming school year	Y	Y
Ensure that Greek house is financially secure	Y	Y
Ensure that room/board rates cover all expenses and are reasonable	Y	Y
Ensure that Greek house has a reserve budget	Y	Y
Emergencies	Y	Y
Planned major capital work (i.e.: roof replacement)	Y	Y
Goals for Greek house:		
Fiscally secure	Y	Y
Security of collection of room/board money from students	Y	Y
Understand and perform specified level of structure maintenance	Y	Y
Proper compliance with safety issues	Y	Y
Execution of routine maintenance and repairs	Y	Y
Ability to react to unplanned house needs/capital repairs	Y	Y
Better selling point when recruiting	Y	Y
Education/knowledge of how to manage a house budget	Y	Y
Goals for Rensselaer		
Maintain Greek houses to Rensselaer standards	Y	Y
Determine that Greek houses are financially sound	Y	Y
Assure that the proper rates/fees are being charged/collected	Y	Y
Keep resident students safe and healthy	Y	Y
Implications if violations are not corrected as outlined in the Greek Life Notice of Violation		
Suspend privilege of bursar billing	Y	Y
Greek houses will be responsible to bill/collect room/board money from their residents	Y	Y
RPI will perform work to bring house within compliance guidelines	Y	Y
RPI will bill Greek house for these repairs/cleaning services	Y	Y
Will be held to City implications for violations	Y	Y

Chapter Advisor Signature _____ Date _____

House Corp/Alumni Signature _____ Date _____

Rensselaer Polytechnic Institute
Fraternity/Sorority Chapter and Member
Billing/Collection Agreement

The Agreement, dated the ___ day of _____, 20___, is between _____, (“Student”) whose Rensselaer Polytechnic Institute (“University”) student identification number is _____, and the Fraternity/Sorority (circle one) located at _____, Troy, New York 12180 (“Chapter”).

STUDENT OBLIGATION: Student will become obligated for the payment of room and board and/or social fees and dues (collectively, “Obligations”) to Chapter.

BILLING AND COLLECTION: Student and Chapter agree to the following arrangements for the billings and collection of Student’s Obligations:

- Chapter shall bill Student directly for all Obligations owed by Student to Chapter.
- The University may enforce the right to payment of overdue billed charges in accordance with its standard policies and procedures, including, but not limited to, the prevention or cancellation of registration and the withholding of grades, transcripts, diplomas and the right to re-admission until receipt of all sums owed by students. The Chapter shall maintain the right to enforce the financial hold agreement until all Obligations are paid in full.
- Chapter shall notify the University of the amount of Obligations owed by Student. The University shall be entitled to rely upon all information given to it by Chapter not with standing any disagreement by Student.

NO OBLIGATIONS OF THE UNIVERSITY TO RESOLVE DISPUTES: The University has no obligation to investigate or resolve any disputes regarding room and board charges between the Student and Chapter.

RESOLUTION OF DISPUTES: Student shall resolve with Chapter all disputes concerning Obligations owed by Student. Student acknowledges that he or she has no recourse against the University for any inaccuracies in charges reported by Chapter to the University for billing and collection as contemplated by this Agreement.

RIGHTS RETAINED BY CHAPTER: Chapter retains all its right to collect amounts owed to it by Student including, but not limited to, the right to sue Student in the event of non-payment of any Obligations.

TERM: This Agreement is effective immediately as of the day set forth above. The Agreement shall govern collection of Obligations starting with the fall/spring (circle one) semester of _____(year) and will include all semesters when student is a resident of the Chapter house or receives services from the Chapter and ends when the Student is no longer enrolled at Rensselaer. Student is obligated to pay all sums owed before being released from University hold.

In Consideration Of The Fore Going, Student and Chapter assent to this Agreement as of the date set forth above.

Chapter Alumni Delegate

Student Member

RIN#



Date

Dear Chapter President;

In accordance with your agreement to allow Rensselaer Polytechnic Institute to assist you with your finances through bursar billing you have agreed to certain requirements. Parts of those requirements are the safety, cleanliness and maintenance of your house. In the most recent inspection of your Chapter house, the current violations found were:

You have 30 days to comply and make corrective action to the above mentioned violations. If you feel that you may need more than 30 days to comply, you have 5 business days from date of this letter to submit an appeal, to the Dean of Fraternity and Sorority Affairs, with a plan for the corrective action outlining a time frame for the maintenance to be completed. Should you fail to take corrective action your chapter house will have its privilege of Bursar Billing suspended for a period of no less than two semesters. You will only be eligible to resume bursar billing after this 2+ semester period provided corrective action took place and was approved by administration. Your request to resume billing would then be for a two semester evaluation period and must be reviewed and approved by Fraternity and Sorority Affairs and Administration.

If you would like to inquire further about this notice, contact the Dean of Fraternity and Sorority Affairs, at (518) 276-6267.

Thank you for your cooperation.

Sincerely,

Office of Fraternity and Sorority Affairs

CC: Chapter Advisor
House Corporation
File

Financial meetings: Rensselaer and Greek houses

Agenda Draft

Review the budget:

- Revenue
 - Room
 - Board
 - Fees
- Fixed expenses
 - Loan pmt
 - Rent/Lease
 - Utilities (heat, electric)
 - Insurance
 - Taxes
 - Reserve payment
- Operating expenses
 - Safety compliance (building code)
 - Safety compliance (fire code)
 - Maintenance
 - Identify Rensselaer standards that Greek house is responsible for maintaining
 - Identify course of action if not house is not maintained at level required
 - Cleaning
 - Identify Rensselaer standards that Greek house is responsible for maintaining
 - Identify course of action if not house is not maintained at level required
 - Weekly cleaning by outside contractor such as a maid service (which Greek house is responsible to pay for)
- Reserve
 - Minimum balance (15% of building appraisal)
 - If too high, develop a plan to reach this amount
 - 5% 1st yr. , 7.5% 2nd yr., 10% 3rd yr., 12.5% 4th yr., 15% 5th yr.
 - Need a plan to repay if falls below minimum balance
 - Need appraisals done on a schedule (every 2 to 5 years)
 - Scheduled reserve payments (annual, quarterly, monthly)

plans that need financial planning?

Goals for Greek house

- Fiscally secure
- Well-maintained house
 - Proper compliance with safety issues
- Those who have Bursar bill, security of collection from students
 - DTD currently does not have Bursar bill
 - Reminder of Greek Hold Program (Greek house can request that the Bursar put a hold on student accounts that have outstanding bills owed to the Greek house directly)
 - This is automatic with Bursar billing
- Ability to react to unplanned house needs/capital repairs
- Better selling point when recruiting
- Education/knowledge of how to manage a house budget

Goals for Rensselaer

- Maintained Greek houses at Rensselaer standards
- Knowledge that Greeks are financially sound
- By going through a budget process, be sure that the proper rates/fees are being charged/collected