

FINANCIAL AID INFORMATION SHEET & LEASE ADDENDUM FOR SCHOOL YEAR 2013 - 2014

**FOR ADDRESS:** \_\_\_\_\_, Plymouth, NH 03264  
**LEASE TERM FROM:** 09/02/2013 THROUGH 05/16/2014

Stoppe Management Services, Inc. would like to help facilitate those students who will be receiving financial aid to pay for part or most of their housing costs for the school year. The following guidelines pertain to anyone who wishes to defer part of the rent payments beyond the lease due dates until they receive their financial aid. Please read through this document carefully and sign below. We are happy to answer any questions you may have.

**REQUIREMENTS:**

- 1) **You are required to submit to the lessor a printout of your PSU account and Financial Aid Award for the 2012 - 2013 school year within 14 days of signing the lease. In addition, you are required to submit your 2013 - 2014 school year financial aid awards/loan applications and/or confirmations printouts as soon as they are available.** Mail all paperwork to Stoppe Management Services, Inc., P.O. Box 90, 40 Highland Street, Plymouth NH 03264 or email to info@stoppemanagement.com, or fax to (603) 536-1197, (fax during business office hours only)
- 2) Your financial aid information will be calculated to determine your approximate refund available to cover your off-campus housing. **This will be adjusted when the school modifies costs of tuition, fees, meals, other charges and changes to your aid/loans.** Lessee must inform the lessor immediately of any changes such as taking a winterim course, getting the meal plan, new aid amounts or any other deductions or charges. **All rent not covered by aid is due by 06-20-13 or upon a payment plan signed and approved by the lessor.**
- 3) **You must make minimum payments of \$300.00 per month on 06-20-13, 07-20-13, and 08-20-13.** If financial aid does not cover the entire balance owed then payments will be due on 06-20-13, 07-20-13 and 08-20-13 for the difference that financial aid will not cover, or \$300.00, which ever is greater.

**Example:** If your total rent for the year is \$6000.00, standard lease payments due would be:  
\$2000.00 due 06-20-13, \$2000.00 due 07-20-13, \$2000.00 due 08-20-13.

**Example:** If your financial aid covers at least \$5100.00 of the \$6000.00, then you would pay \$300.00 due on 06-20-13, \$300.00 due 07-20-13, \$300.00 due 08-20-13 and the rest of the balance of \$5100.00 is paid in 2 equal payments of \$2550.00 due 09-12-13 and 02-12-14 when your financial aid comes in.

**Example:** If your financial aid covers only part of your rent, for example \$3600.00 of the \$6000.00 then you would pay \$800.00 due 06-20-13, \$800.00 due 07-20-13, \$800.00 due 08-20-13. The balance of \$3600.00 is paid in 2 equal payments of \$1800.00 due 09-12-13 and 02-12-14 when your financial aid comes in. The amount not covered by financial aid may be split into more than three payments with lessor approval.

**IMPORTANT:**

**If your aid is delayed past Sept 20th and/or Feb 20th, then a payment of \$700.00 is due on 20th of that month and written confirmation from the Bursars office must be given to Stoppe Management Services stating how much and when the refund will be coming in. The remaining balance of the rent payment must be paid prior to Oct 20th and March 20th respectively even if your financial aid has not come in.**

**IMPORTANT:**

**If your 1st semester refund is less than what you owe us, then you must pay the total difference of the rent that is not covered by your refund for both semesters immediately.**

**IMPORTANT:**

**If you receive more than half of your financial aid and loans during the 1st half of the school year, then a higher portion of the rent is due on 09-12-13.**

- 4) If you are getting a loan through a bank or other lending institution which is not shown on your PSU Financial Aid Award, then you must give in writing to Stoppe Management Services, Inc. a copy of the loan approval with the amount and the anticipated date of disbursement from the loan institution.
- 5) When getting a refund from the school, the school will first deduct all tuition, fees, meal plan or any other school charges on your account. The remaining balance, less any work-study, loan fees, etc., would be the approximate refund. At the start of each semester, you must request a refund from your on-line bill which will be directly deposited into your chosen account. You will then bring your refund to our office at 40 Highland Street, Plymouth NH to pay your rent, as soon as you receive it. We accept, Cash, Check, or Money Order for payment.

I, \_\_\_\_\_, have read and understand the above agreement and agree to abide by these requirements.

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

My Home address is located \_\_\_\_ IN STATE (NH) or \_\_\_\_ OUT OF STATE or \_\_\_\_ REGIONAL STATUS

I will be getting the meal plan: \_\_\_\_ no \_\_\_\_ yes, (if yes, circle which plan 75, 105, 150, 210, Ultimate Plan)

In 2012-2013 I am a: (circle one) Freshman Sophomore Junior Senior Grad

I will be accepting the full amount of my loans & aid: YES \_\_\_\_ or NO \_\_\_\_ If no, explain: \_\_\_\_\_

SIGNED LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_

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This section to be filled out by lessor / authorized agents after receipt of financial aid information.

SIGNED LESSOR / AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

FINANCIAL AID CALCULATION	IN STATE		REGIONAL STATUS		OUT OF STATE	
	12-13	13-14	12-13	13-14	12-13	13-14
Total Financial Aid:	_____	_____	_____	_____	_____	_____
Less:						
TUITION & FEES	12560	_____	18806	_____	19460	_____
APPROX. TUITION INCREASE	880	_____	1320	_____	1365	_____
WORK STUDY	_____	_____	_____	_____	_____	_____
4% LOAN FEES	_____	_____	_____	_____	_____	_____
MEAL PLAN OPTION <small>75=\$1890 105=\$2300 150=\$2800 210=\$3070 Ultimate=\$3070</small>	_____	_____	_____	_____	_____	_____
Approximate Refund:	_____	_____	_____	_____	_____	_____
Rent Per Person:	_____	_____	_____	_____	_____	_____
Less Refund:	_____	_____	_____	_____	_____	_____
Amount Not Covered:	_____	_____	_____	_____	_____	_____

12-13 Aid	PAYMENTS DUE:		12-13 Aid
Due Date:	Amount Due:	Due Date:	Amount Due:
06-20-13	\$ _____	_____	\$ _____
07-20-13	\$ _____	_____	\$ _____
08-20-13	\$ _____	_____	\$ _____
09-12-13	\$ _____	_____	\$ _____
02-12-14	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13-14 Aid	PAYMENTS DUE:		13-14 Aid
Due Date:	Amount Due:	Due Date:	Amount Due:
06-20-13	\$ _____	_____	\$ _____
07-20-13	\$ _____	_____	\$ _____
08-20-13	\$ _____	_____	\$ _____
09-12-13	\$ _____	_____	\$ _____
02-12-14	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____