



Sorority and Fraternity Housing Processes and Timeline

2020-2021

By August 7, 2020

- All housing and meal plan contracts and charges must be entered. No new charges will be submitted.

By August 7, 2020

- Update Vol Card access for sorority housing staff and advisors.

By August 21, 2020

- If the sorority or fraternity House Corporation wishes to be able to assess damage fees to a student's account through the University, a completed and signed [OSFL Check-In/Out and Damages Form](#) must be turned in for each resident to the Office of Sorority and Fraternity Life at greeklife@utk.edu.

Early Fall Semester – Pending contract and meal plan billing verification

- The sorority or fraternity House Corporation should receive a check during the first couple weeks of classes in the Fall semester for the monies collected through the University of Tennessee for the purpose of meal plans and housing contracts. The University of Tennessee will collect a ¼ of a percent of the total amount for administrative charges.

October 2020

- OSFL Staff will send to organization a summary spreadsheet containing all charges being assessed and ask for any changes that need to be made for the following Spring semester.
- Once charges are entered into the university billing system in the Fall, those charges automatically roll over into the next semester, so we will need to be notified of any members that plan to graduate or leave in December. The billing system can still charge members even if

they have graduated, so it is important that we are notified prior to billing so that we can prevent those charges from occurring.

By November 1, 2020

- Any changes to current contracts or meal plans or any new housing contracts or meal plans are due to the Office of Sorority and Fraternity Life.
- Verification of Spring 2021 House Director is due to the Office of Sorority and Fraternity Life.

By December 11, 2020

- All damages that the housing corporation wishes to be assessed through the University billing system from the Fall 2020 semester are due to the Office of Sorority and Fraternity Life. Damages must be submitted via the [OSFL Room Check In-Out and Damages Form](#).

Estimated billing date for Spring 2021 – December 4, 2020

Estimated payment due date for Spring 2020 – January 8, 2021

January 2021

- After charges have been assessed, OSFL staff will send a report to organization for record keeping.

Early Spring Semester - Pending contract and meal plan billing verification

- The sorority or fraternity House Corporation will receive a check during the first couple weeks of classes in the Spring semester for the monies collected through the University of Tennessee for the purpose of meal plans and housing contracts. The University of Tennessee will collect a ¼ of a percent of the total amount for administrative charges.

February 2021

- OSFL Staff will notify all organizations with facilities about contract and billing process, deadlines, and any changes that have been made in regards to any University procedures.
- OSFL Staff in collaboration with the Assistant Vice Chancellor for Student Life will review current rent rates and make any recommendations for changes.
- All rent rates for the facility and/or requests to change rent rates are to be received by OSFL.
- Summer Session 2021 Contracts will be made available for organizations that allow summer occupancy.

By April 11, 2021

- Contracts for Summer Session 2021 due to the Office of Sorority and Fraternity Life along with room assignment (room type, room number) per resident. Signed forms should be converted to digital format and emailed to greeklife@utk.edu.
- All housing contracts and meal plan verification forms for the 21-22 academic year will be due to the Office of Sorority and Fraternity Life. Forms should be converted to digital format and emailed to greeklife@utk.edu. Room assignments and types must also be received at this time.
- Upon delivery of all housing contracts and meal plan verification forms, each organization must verify with the Office of Sorority and Fraternity Life the name and address of the individual that should be receiving all meal plan and housing checks from the University. ***Billing will not be entered until we have verification from the organization that we have the correct contact information.***

Estimated Billing Charges for Summer Session - Late April 2021 *(Date to be determined by Bursar's Office)*

By May 9, 2021

- All damages that the housing corporation wishes to be assessed through the University billing system from the 20-21 academic year are due to the Office of Sorority and Fraternity Life.
- Verification of Fall 2021 House Director due to the Office of Sorority and Fraternity Life.

By July 1, 2021

- All housing contracts and meal plan verifications will be entered by the Office of Sorority and Fraternity Life for billing.

Canceling or Crediting Members for Housing or Meal Plan Charges

Even with this process, there may be members that leave the organization or residential facility throughout the semester. We ask that the appropriate Housing Corporation or organizational contact notify our office as quickly as possible when this happens. Please send electronic notification with the student's full legal name, Student ID number, and what charges need to be canceled or changed to greeklife@utk.edu

We will not make any housing or meal plan changes based on contact to our office by an organizational member or member's parents. All communication and approval regarding changes or cancelations need to come from the appropriate Housing Corporation or organizational contact on file with our office.

Dates and process may be subject to change given changes or updates within the University system and administrative offices. Proper notification of any such changes will be communicated to all relevant parties.

Due-by dates are the final dates that documents and processes should be received. House Corporation Boards or House Directors are more than welcome to submit information and/or forms prior to those dates.