



SPRING 2025 SEMESTER AND 2025-26 HOUSING OVERVIEW

How are Delta Gamma housing costs covered?

The income from Room Agreements (RA) paid by live-in members and Member Housing Agreements (MHA) paid by live-out members must cover all housing expenses, including building costs, mortgage interest, payroll, utilities, catering or chef and food, insurance, maintenance and capital expenses.

What if you have a live-in facility?

Knowing your agreed-upon capacity (the number of beds you are responsible for filling) is an important first step toward meeting the income requirements of your housing budget.

Being at the agreed-upon capacity means sufficient income is received to run the house and undertake needed or wanted housing projects.

Covering the cost of your chapter's housing is every member's responsibility, and a member may need to live-in more than one year to ensure the facility is at agreed-upon capacity.

What are Delta Gamma's housing agreements?

Delta Gamma has two main documents that formalize agreements between collegiate members and the Fraternity Housing Corporation (FHC): Room Agreements (for members living in Delta Gamma facilities) and Member Housing Agreements (for members living out of Delta Gamma facilities).

Note that neither the collegiate chapter nor the house corporation is a party to either contract. They are legal, binding documents.

AGREEMENTS FOR LIVE-IN MEMBERS

Room Agreements

Members residing in the house will need to sign and adhere to the terms of the chapter's Residential Agreements.

These agreements will detail the cost of rent, meal plan (if offered), liability insurance and other general costs associated with this type of facility. The cost remains fixed for the duration of their term.

The Office of Housing (OOH) prepares these agreements in the fall of the year prior to the application period (e.g., fall of 2025 for the 2026-27 school year).

Other agreements for live-in members

- **Secondary Room Agreements**

Since facilities owned by the university have their own Room Agreements, Delta Gamma creates secondary RAs to be signed by live-in members. Secondary RAs include language particular to Delta Gamma's requirements, such as standards of conduct, etc. as well as the chapter's Member Housing Agreement charges.

- **Intent to Sign a University Housing Agreement**

Since some universities do not require their RAs to be signed until much later in the year, and in order to calculate MHA expenses more accurately, particularly where universities charge chapters for "empty bed fees," the OOH has created an Intent to Sign a University Housing Agreement. This is a binding contract which commits the signer to live in.

- **Single Supplement RA 2025-26**

If your chapter can offer single rooms to members at extra cost, this supplement will be available on the contract page by February 1. vp: finance will assign the supplement for signature to those members who have agreed to occupy and pay the extra cost for a single room in 2025-26. The single supplement RA 2025-26 will enable the Office of Housing to post correct charges to housing accounts over the summer.

AGREEMENTS FOR LIVE-OUT MEMBERS

Member Housing Agreements

- Members who do not reside in the house and members of chapters with no live-in facility (e.g., chapter suite, lodge or storage unit) need to sign and comply with the chapter's MHA.
- MHAs address liability insurance costs and other general expenses related to whatever facility they may have.
- The OOH prepares MHAs in early spring of the year preceding their application (e.g. spring of 2026 for the 2026-27 school year), following the signing of the required number of RAs by live-in members.
- Any shortfall in the number of RAs signed by members is made up by increasing the costs of the MHA.

2025-26 Member Housing Agreements (MHAs): There will be an adjustment for students studying abroad. The MHA will carry a charge of \$50 per term abroad to cover liability insurance and re:Members (formerly greekbill) fees. And the MHA will include all member status amounts (abroad, academic professional, midterm graduation, new member house corporation fee).

What are best practices for filling the house?

- Chapter leadership uses the point system found in the BLSR to create two RA lists.
- One is a primary list with the names of members (volunteers, CMT leaders who live in, or members selected by points) who are assigned 2025-26 Room Agreements to live in. *Always ask for volunteers and include them at the top of the primary list.*
- The second list is a contingency list which carries the remainder of chapter members in order of the chapter's point system. Those graduating sometime in 2025-26 and those living at home are placed at the bottom of the list.

Spaces are held for officers who must live-in per BLSR. Be aware of this requirement if you are considering holding a live-in position (i.e. director of house management).

- To ensure a full house, the Contingency List is also used. Contingency List members are expected to step up and sign an RA to live in should the Housing Waiver Board grant a waiver. All chapter members are included on this list except those on the primary list.
- The list remains active until all Room Agreements to meet the agreed upon capacity of the facility have been signed. If all RAs are assigned/signed within the ten-day window, then the list can be dissolved quickly. Should there be multiple waiver requests, the house will not be filled as quickly, and the Contingency List remains active.

- Members on the lists – even the extra names – may not sign a lease elsewhere until released **in writing** by the Office of Housing.

Once both lists are complete, chapter leadership shares them with members, so everyone knows where they falls. The primary list is used by the vp: finance or director of house management to complete the Anchorbase > *Housing* > *Tasks* > *Room Agreement Assignments*.

The Office of Housing picks up the report from this task and assigns Room Agreements to those members so listed. The contingency list is sent to the Office of Housing via a **Google link**.

Note: If a chapter has yet to submit Primary/Contingency Lists due to spring recruitment, any Waiver Requests are placed on “hold” until such time as the lists are received by OOH.

INVOICING FOR RAS AND MHAS

Each collegiate member has two re:Members (formerly greekbill) invoices: One is for chapter dues and fees, and the other is for housing fees. This means that all members have two dashboard, and two payment plans on re:Members (formerly greekbill), and both must be paid.

Housing payment plans:

- Annual – paid in full at one time
- Quarterly or by semester – payments made at the beginning of each academic term
- Monthly

Housing payments are due as follows:

- **Day 1** – Housing payments are due on the first of the month.
- **Day 15** – Housing payments are considered past due as of the fifteenth of the month. Re:Members (formerly greekbill) sends a reminder on Day 15.
- **Day 30/31** – If a housing payment is still past due, re:Members (formerly greekbill) sends a second reminder.

Per the Room Agreement, a member who is not current with her housing payment can be asked to **vacate** the facility at the end of the current term. According to both the RA and MHA language, unpaid housing accounts may be submitted to a collection agency which can affect an individual’s credit score. Housing accounts should be kept current at all times.

Waivers

The **Housing Waiver Board** (HWB) has been established to review all waiver requests, eliminating the need to have Honor Boards or RCSs involved in the waiver process. For more information, check out the Housing Waivers in the library.

There are two waivers for housing: One is for the Room Agreement (RA) and the other for the Member Housing Agreement (MHA). Members applying need to use the correct waiver document, depending on which housing document was signed.

For some requests, a Clinical Documentation form must be received from the member's doctor/therapist. In those cases, the application is considered incomplete until both documents are received by the Board. All documents are considered confidential as sensitive information may be shared.

Board members review all applications, ask for additional information/ background, as needed, and arrive at a decision.

When a waiver request is filed, it is best to be as transparent as possible and include all pertinent information. The Board's goal is a turnaround as quickly as is possible but any need to request additional documentation, of course, slows the process. If a chapter leader receives a request for background, please respond quickly so the Board can make a timely decision. Below follows a table referencing what is/is not "waivable" for RAs/MHAs.

Guidelines for Financial Housing Waiver Requests:

- Financial Housing Waivers may be applied for only after the member has met with Honor Board regarding an adjustment in chapter dues and fees. A member may not apply for a Financial Housing Waiver without first going to Honor Board and receiving an adjustment.
- Member must have been initiated for a minimum of one year prior to applying. New members are not eligible.
- Member must have signed a Member Housing Agreement (MHA). Room Agreements are NOT able to have financial adjustments as a member is receiving tangible benefit from living-in.
- An Excused Status/Financial Level 4 may be granted for a maximum of two (2) semesters or three (3) quarters which may or may not be consecutive. Levels 1-3 may be received for a maximum of three (3) semesters or six (6) quarters.
- Application for this type of status has a deadline – for spring, the application can be submitted no later than March 1.
- Members must complete the application for themselves. Parents, fellow members, etc., may NOT write the document.
- Remember, the member must meet with Honor Board to request Excused Status/Financial prior to submitting a Financial Housing Waiver request. Failure to do so will delay the process.

HOW VARIOUS REQUESTS WILL BE PROCESSED

LIVE-IN FACILITY – ROOM AGREEMENT (RA)		
Status	Description	Support Docs/Action
Mid-Term Grad	Member leaves school mid-year due to graduation	RA for midterm graduate <i>(not advised as only half-year income to chapter)</i>
Abroad	Member absent from chapter for term(s) while studying abroad.	Abroad fee for term(s) overseas found on RA
Academic Professional Student (APS)	Member receives benefits from living-in	No change in charges
Live-In Excused Status Financial Levels 1 and 2	Member receives benefits from living-in	No change in charges
Live-In Excused Status Financial Level 3 AND Emergency Hardship Level 4	Member applies to Waiver Board for adjustment	Dependent on Waiver application regarding any adjustment in charges AND prior Honor Board action

LIVE-OUT OR UNHOUSED – MEMBER HOUSING AGREEMENT (MHA)			
Status	Description	Docs	Action
Mid-Term Grad with facility	Member leaves school mid-year due to graduation	Specific MHA for mid-term graduate	Charged only for time in school
Abroad – with facility	Member gone from chapter for term(s) while studying abroad	Specific MHA for Abroad	\$50 charge for insurance – re:Members (formerly greekbill) for term abroad(s) beginning July 2025
Academic Professional – with facility	Member not on campus due to internship, student teaching, etc.	Specific MHA for APS	50% of semester MHA fees
Live-out Financial Levels 1 AND 2 with facility	Member does not live in chapter facility Member may apply to Waiver Board for relief AFTER Honor Board consideration	MHA charged at 75/50% depending on approved level by HB	vp: ss shares info with OOH Ximena and Housing Waiver Board
Live-out Financial Level 3 with facility	Member does not live in chapter facility Member may apply to Waiver Board for relief AFTER Honor Board consideration	MHA charged at 25%	Member applies for MHA Waiver to Board
Live-out Financial Level 4 Emergency Hardship with facility	Member does not live in chapter facility Member may apply to Waiver Board for relief AFTER Honor Board consideration	Amount of relief determined based on Waiver Board application (minimum charge of \$50 for insurance/ GB fees)	Member applies for MHA Waiver to Board

Mid-Term Grad NO facility	Member leaves school mid-year due to graduation	Specific MHA for mid-term graduate	Charged only for time in school
Abroad NO facility	Member gone from chapter for term while studying abroad.	Specific MHA for Abroad member	\$50 charge for insurance/ re:Members (formerly greekbill) fee beginning July 2025
Academic Professional NO facility	Member not on campus due to internship, student teaching, etc.	Specific MHA for APS	50% of MHA for APS term(s)
Live-out Financial Levels 1 AND 2 NO facility	Member may apply to Waiver Board for relief AFTER Honor Board consideration	MHA charged at 75/50% depending on approved level by HB	vp: ss shares info with OOH Ximena and Housing Waiver Board
Live-out Financial Level 3 NO facility	Member may apply to Waiver Board for relief AFTER Honor Board consideration	MHA charged at 25%	Member applies for Housing waiver adjustment
Live-out Financial Level 4 Emergency Hardship NO facility	Member may apply to Waiver Board for relief AFTER Honor Board consideration	Amount of relief determined based on Waiver Board application (minimum charge of \$50 for insurance and GB fees)	Member applies for Housing waiver adjustment

Memo sent to: all collegiate members, ATC, HBA, CFA, RD, RCS, CAC, NCC, RFS, RHS, RFHS, Directors: Finance/Collegiate Budgeting, Members at Large FMC-FHC, Fraternity Treasurer, Fraternity Accountant, assistant director for collegiate finance, director of housing operations, collegiate billing specialist