

House and DormCon Tax Procedures and Agreement

Purpose and summary:

This document is the official agreement between the Undergraduate Houses, DormCon, and the Department of Student Life for setting and administering House and DormCon taxes.

Contacts:

The administrative contacts for House and DormCon taxes are the Director of Residential Life Programs (currently Donna Denoncourt, donnamd@mit.edu) and the appropriate Financial Officer in the Department of Student Life (currently Lee Finnegan, finny@mit.edu). Each of the House treasurers as well as the DormCon Treasurer (dormcon-treasurer@mit.edu) are the student contact points for the respective Houses and DormCon.

Dates for Houses and DormCon receiving tax revenue:

- **Fall House** taxes will be posted immediately to House accounts in July when bills are sent to upper class students for the room cost. First year students are charged the house tax in September; their taxes will be posted to the accounts at that time.
- **Spring House** taxes are posted in December or January, which is when bills are sent to *all* students.
- If a student cancels housing, his or her house tax will be refunded to them for that term.
- **DormCon** taxes (currently set to \$5.00/student/semester) will be transferred from the Houses to DormCon 45 days after Registration Day of the current term.

Dates and procedures for changing tax rates:

- **House** taxes for the upcoming **Fall** semester will be communicated to the administrative contacts by each House no later than 15 business days into March.
- **House** taxes for the upcoming **Spring** semester will be communicated by each House to the administrative contacts no later than October 31st. In general, it is expected that the Fall and Spring tax rates will remain the same for each House; if a House decides that their situation really calls for a mid-year tax change, the House will not raise the taxes by more than 20% from the previous Fall's tax rate.
- Any changes made to House taxes in accordance with these deadlines will be accurately reflected on the Housing website.
- **DormCon** will notify the administrative contacts listed above of any change of their tax rate no later than 30 days after Registration Day of the current term.
- If a change of tax rate is not reported by the appropriate deadline, the previous semester's rates will be assumed.