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August 1, 2019

To New Kappa Sigma Freshmen & Parents:

My name is Stephen Hoffmann. I am the Treasurer of the Alumni House Fund Association for the Beta-Chi Chapter of Kappa Sigma at MST. The House Fund consists of the alumni of the fraternity. We own the house and act as the landlord for the members. As Treasurer, I am responsible for the financial management of the fraternity house. We contract with Kean and Company in Rolla to handle the day to day billing and accounting for the House Fund. On behalf of the alumni, I would like to welcome you and your son to Kappa Sigma. We are very proud of our house and the active chapter at MST.

Kappa Sigma provides a complete housing package which includes:

- Some of the largest rooms on campus with the option of suites with bathrooms
- Furnished rooms including desk chair, sofa, bed, desk, lamps, and full size walk in closets
- 20 meals per week including 5 hot breakfasts
- High speed internet and several common area TV's with full selection of channels
- Free laundry facilities, computer room, conference room, and exercise facility
- An opportunity for young men to live and work together and become leaders in an organization.

Our rental rates, including fraternity dues charges, are slightly below the comparable dorm facilities at MST. We encourage you to check out our website at [www.beta-chi.com](http://www.beta-chi.com).

As a new resident of Kappa Sigma, your son is required to sign the attached lease agreement. We also need a parent to cosign the document. Here are the major provisions of the lease:

- 1) **Lease Term:** The lease term is eight semesters. We ask all members to live in the house for eight semesters unless they quit school or have other special circumstances. If your son quits school at any time the lease is terminated without penalty. Also, if he decides to quit the fraternity or is asked to leave prior to initiation, the lease is also terminated.
- 2) **Rent:** Rates for this year are based on room type as follows:
  - a) **Individual 2-man rooms and 5-6 man suites in original section (one common bathroom per floor): \$10,160 per year.** Includes up to 20 meals per week and \$548 fraternity dues fees for the year.
  - b) **Rooms and suites with bathrooms in the addition: \$11,200 per year.** Includes meals and dues as above.

Rent is billed twice per semester, at the beginning and middle of each semester, for one-quarter of the annual rate.

- 3) **Deposit:** There is a deposit of **\$1,250** payable upon signing the lease. This deposit will be refunded at the end of your son's time at Kappa Sigma less any damages or outstanding balance.
- 4) **Pledging and Initiation Fees:** Kappa Sigma National Fraternity charges a one-time pledge fee of \$45 and an initiation fee of \$150. We will include the \$45 pledging fee on your initial bill and forward it to national. Initiation fee will be billed after initiation.
- 5) **Mark-Ups:** Markups refer to items such as T-shirts, mugs, sweatshirts, and tickets which the guys purchase from various campus organizations doing fundraising. We allow the guys to purchase these things on "credit" and then add the charge for each item to the member's house bill.
- 6) **MST Network Services Fee:** The University charges \$45 per semester per student for computer network services. This fee is charged to the fraternity house as a lump sum and we bill it out to each student. The fee will be included on the first statement of each semester.
- 7) **Cable TV:** The fraternity house has a TV room and TV access in common areas. Cable TV is also available in the living rooms of the 8 suites in the house at no additional charge. Due to our cable company agreement, we cannot provide cable in other individual rooms.
- 8) **MST Greek Fee:** The University charges a \$65 per semester per student fee. This fee is covered in your rent payments.

Attached is the Lease Agreement. The lease term begins on August 11, 2019. The lease has been signed by me as an officer of the Alumni House Fund. Please read the lease, sign the first and last pages, initial the other pages, make a copy for yourself, **and return the entire lease with a check for the \$1,250 deposit by August 11, 2019. Make your checks payable to "The Alumni House Fund Association". Mail the lease and check to The Alumni House Fund, P.O. Box 542, Rolla, MO 65402.** Also, please note on the last page whether your son can charge mark-ups. Finally, please fill out the contact information sheet below this letter and return it to me.

We use a web-based service called Legacy Financial (LegFi) to do our billing and collection of rent, dues, and other charges. Your son will receive an e-mail asking him to sign in to LegFi and complete the account setup. Once a parent e-mail is entered in LegFi, you will both receive e-mail notices of new charges billed and monthly statements. You can view and pay all your charges (except the deposit) online. The online service allows payment by e-check at no charge, or by credit card. Checks can also be made out and mailed to LegFi. LegFi will remit all payments to The Alumni House Fund.

You will be billed through LegFi for your rent, MST Network Fee, pledging fee, and dues as soon as I receive your contact information. You will be charged rent for a room in the original section of the house because room assignments are not complete. If you request and are assigned a room in the new addition, I will charge you the premium on the October bill.

Thanks in advance for your cooperation. Please contact Tiffany Blankenship at Kean and Company (573.426.8297) or me (e-mail and phone above) if you have any questions.

Sincerely,

Stephen J. Hoffmann, Treasurer

**KAPPA SIGMA FRESHMAN CONTACT INFORMATION**

Student's Full Name	
Home Address	
<ul style="list-style-type: none"> <li>• Street Address</li> </ul>	
<ul style="list-style-type: none"> <li>• City, State, Zip code</li> </ul>	
Home Phone Number	
Student's Cell Phone Number	
Father's Name	
Father's Cell Phone #	
Mother's Name	
Mother's Cell Phone #	
Preferred Billing E-Mail	
Other Contact E-mail	