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## RETURNING STUDENTS 2011-2012 Academic Year Payment and Fee Schedule

This schedule applies to students classified as “Returners”, which is defined as follows:

- Returner – A student who is a currently matriculating student at CSULA, has previously lived in the CSULA housing complex, and will be returning for 2011-2012 academic year.

**Move-In Date: Tuesday, September 20, 2011    Move-Out Date: Saturday, June 16, 2012**

This payment schedule is based on double occupancy which means that two students share a bedroom. The installment payment is for a bed space within a fully furnished apartment, utilities (water, natural gas, electricity, gas collection), and basic satellite TV service. Additional funds will be needed for food and telephone service.

As a returning student you will have the opportunity to guarantee yourself a housing assignment for the 2011-2012 academic year. In order to be given full consideration for guaranteed housing, two things must occur. First, you must make sure you do not have an outstanding balance on your student account. In other words, you must not owe any money to the University for on-campus housing. Also, your payment must be received in the Housing Services Office or Student Financial Services (Cashiers) **by July 1, 2011**. If these two conditions are met then you will be guaranteed a space in the housing complex for the academic year. **No partial payments will be given consideration.** If your payment is received after 5:30 p.m. on July 1, it will be considered late and treated as if it was received on the next business day. **No late payment will be given consideration for guaranteed housing.** Due to limited space, all applicants submitting a late payment will be placed on a waiting list. Confirmation and waiting list letters will be mailed to applicants who have submitted the required application materials approximately four weeks after the processing date.

### Room and Board Options

	Recommended for Freshmen		
Total Annual Cost	Housing and 12 Meals/Week	Housing and 7 Meals/Week	Housing
<b>Double Occupancy</b>	\$ 9,452.56 (per academic year)	\$ 8,317.56 (per academic year)	\$ 6,047.56 (per academic year)
<b>Single Occupancy</b>	\$ 11,474.64 (per academic year)	10,339.64 (per academic year)	\$ 8,069.64 (per academic year)

**SPECIAL NOTICE FOR FINANCIAL AID AND LOAN RECIPIENTS:** Based on your Financial Aid Award Letter, you may be eligible to pay a reduced payment of \$149 that includes the security deposit, application fee and program fee. Financial Aid does not cover these housing costs. Either a portion or all your remaining housing installments will be deducted quarterly from your financial aid award. It is your responsibility each quarter for verifying that the appropriate installments have been deducted from your financial aid award. If you receive a waiting list letter, your installments are NOT deducted from your financial aid award. Once a space becomes available, the Housing Services office will contact you. Before being allowed to occupy the space, you will need to pay the entire quarter’s installment.

**CHECKLIST FOR APPLYING TO HOUSING:**

- ❑ **Step 1** - Read all on-campus application material, especially the License Agreement.
- ❑ **Step 2** - Fill out the on-campus application material which includes: Housing Services Application, License Agreement, Tuberculosis form, and Meningitis form (Freshmen Only).
- ❑ **Step 3** - Select a payment option: One Time Payment (Academic Year), Monthly or Quarterly.
- ❑ **Step 4** – Select a payment type: Personal Check, Cash (payment needs to be made in person at the CSULA Cashiers Office, after picking up an invoice from the Housing Services office), Money Order, or Cashier’s Check are accepted in person. To pay by credit card (Master Card, Discover, AMEX, Diner’s Club), log on to <https://commerce.cashnet.com/csulasp>. A 2.9% fee will be charged to your credit card. Please forward a copy of your receipt to the Housing Services Office after making your online payment. Note: VISA card is not accepted. A flat fee will be charged for Debit Cards and E-Checks. There are no added fees if you pay by cash, personal check, cashier’s check or money order. Please make your **PERSONAL CHECK, CASHIER’S CHECK or MONEY ORDER** payable to Cal State L.A.- Housing Services, and mail it to:  
**CSULA Housing Services**  
 5300 Paseo Rancho Castilla  
 Los Angeles, CA 90032
- ❑ **Step 5** – Submit the on-campus application material and your payment or CashNet (online) receipt to the Housing Services Office.

**Rates and Fees**

<b>Application Fee</b>	\$40	A non-refundable fee required to cover the added costs incurred in collecting and processing installment payments.
<b>Cancellation Fee</b>	\$50	Cancellation of the License Agreement on or after the fee period will result in a \$50 charge. The charges will be levied against your security deposit. Amounts in excess of the security deposit will be applied to the student’s account.
<b>Cylinder and Key Replacement</b>	\$30-\$88	Based on the type of apartment for which lock must be changed (either a two- or four-bedroom apartment).
<b>Dishonored Checks</b>	\$25	For first returned check; \$35 for each check thereafter
<b>Guest Rate</b>	\$21.83	Per night. Inquire with the Housing Services Office for specific details.
<b>Improper Check-Out</b>	\$50	Failure to follow appropriate vacating procedures may result in an improper check-out charge of \$50. The charges will be levied against your security deposit. Amounts in excess of the security deposit will be applied to the student’s account
<b>Invaded Space</b>	\$223	Residents assigned to double occupancy will be assessed the single occupancy rate each month that they are in violation of the invaded space policy (Refer to the Housing Services Student Guide). In addition, these residents will be subject to disciplinary action.
<b>Late Fee</b>	\$20	Payments are due on the 1 <sup>st</sup> of each month; a late fee of \$20 will be assessed to those payments made after the 7 <sup>th</sup> day of the month.
<b>Program Fee</b>	\$3	Per quarter. The Program Fee is used by the University Residence Council (URC) and Housing Services to provide programs and other opportunities for student involvement and growth.
<b>Security Deposit</b>	\$100	Refundable upon completion of License Agreement if all conditions have been met. Twenty-five (\$25.00) of this deposit shall be forfeited for each hour a resident is late checking out at the completion of the License Agreement Term, up to \$100.00. Additional fees may be assessed for damages and cleaning.
<b>Transfer or Status Fee</b>	\$5	Per transfer or status change requested by students.