

## New Residents

### Spring 2012 Payment and Fee Schedule

This Schedule applies to students moving into the Housing Services complex on **Thursday, March 29, 2012** and a final occupancy date of **Saturday, June 16, 2012** (check-out by 2:00 PM).

Housing Services will begin processing paid applications on **February 13, 2012**. Space in the Housing Services complex is confirmed on a **FIRST COME FIRST SERVE** basis and applications are prioritized by the date that the appropriate payment and all the application materials are submitted. Space in the Housing complex is limited. Any paid applicant that is not confirmed a space will be automatically placed on a waiting list. Making a payment and/or submitting the appropriate application materials to the Housing Services Offices DOES NOT guarantee you a bedspace on campus. Confirmation and waiting list letters will be emailed to applicants who have submitted the required application materials approximately four weeks after the processing date.

The installment payment includes a bed space within a fully furnished apartment, utilities (water, natural gas, electricity, trash collection) and basic satellite TV service. Additional funds will be needed for telephone service.

Double occupancy means that two students share a bedroom. Single occupancy means that a student has his/her own bedroom but shares the common area in the apartment.

**Initial Payment Processing Date: Monday, February 13, 2012**

**Move-In Date: Thursday, March 29, 2012 at 10:00 am**

**Move-Out Date: Saturday, June 16, 2012 by 2:00 pm**

### Room and Board Options

| Total Annual Cost       | Recommended for Freshmen  |                          |                         |
|-------------------------|---------------------------|--------------------------|-------------------------|
|                         | Housing and 12 Meals/Week | Housing and 7 Meals/Week | Housing                 |
| <b>Double Occupancy</b> | \$ 3,054.60<br>(Spring)   | \$ 2,634.43<br>(Spring)  | \$ 1,867.77<br>(Spring) |
| <b>Single Occupancy</b> | \$ 3,641.96<br>(Spring)   | \$ 3,221.79<br>(Spring)  | \$ 2,455.13<br>(Spring) |

**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 \$143 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**

|                              |           |  |
|------------------------------|-----------|--|
| Application Fee              | \$40      | A non-refundable fee required to cover the added costs incurred in collecting and processing installment payments.   |
| Cancellation Fee             | \$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.   |
| Cylinder and Key Replacement | \$30-\$88 | Based on the type of apartment for which lock must be changed (either a two- or four-bedroom apartment).   |
| Dishonored Checks            | \$25      | For first returned check; \$35 for each check thereafter   |
| Guest Rate                   | \$21.83   | Per night. Inquire with the Housing Services Office for specific details.  |
| Improper Check-Out           | \$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   |
| Invaded Space                | \$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.  |
| Late Fee                     | \$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.  |
| Program Fee                  | \$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.  |
| Security Deposit             | \$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. |
| Transfer or Status Fee       | \$5       | Per transfer or status change requested by students.   |

**California State University, Los Angeles ★ Housing Services ★ 5300 Paseo Rancho Castilla ★ Los Angeles, CA 90032**

**(323) 343-4800, (323) 343-6465 Fax ★ [www.calstatela.edu/univ/housing](http://www.calstatela.edu/univ/housing)**

## Spring 2012 Breakdown of Room and Board Payment Schedule New Residents

| Double Occupancy Room & Board Options     |                   |                   |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|   | 12 Meal Plan      |                   | 7 Meal Plan       |                   | Housing Only      |                   |
|   | Quarterly         | Monthly           | Quarterly         | Monthly           | Quarterly         | Monthly           |
| Initial Payment Due with Contract 2/13/12 | \$143.00          | \$143.00          | \$143.00          | \$143.00          | \$143.00          | \$143.00          |
| Due 2/13/12                               | \$2,911.60        | \$1,929.15        | \$2,491.43        | \$1,508.98        | \$1,724.77        | \$742.32          |
| Due 5/1/2012                              |                   | \$655.00          |                   | \$655.00          |                   | \$655.00          |
| Due 6/1/2012                              |                   | \$327.45          |                   | \$327.45          |                   | \$327.45          |
| <b>Total Cost</b>                         | <b>\$3,054.60</b> | <b>\$3,054.60</b> | <b>\$2,634.43</b> | <b>\$2,634.43</b> | <b>\$1,867.77</b> | <b>\$1,867.77</b> |

| Single Occupancy Room & Board Options     |                   |                   |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|   | 12-Meal Plan      |                   | 7-Meal Plan       |                   | Housing Only      |                   |
|   | Quarterly         | Monthly           | Quarterly         | Monthly           | Quarterly         | Monthly           |
| Initial Payment Due with Contract 2/13/12 | \$143.00          | \$143.00          | \$143.00          | \$143.00          | \$143.00          | \$143.00          |
| Due 2/13/11                               | 3,498.96          | \$2,181.91        | \$3,078.79        | \$1,761.74        | \$2,312.13        | \$995.08          |
| Due 5/1/2012                              |                   | \$878.00          |                   | \$878.00          |                   | \$878.00          |
| Due 6/1/2012                              |                   | \$439.05          |                   | \$439.05          |                   | \$439.05          |
| <b>Total Cost</b>                         | <b>\$3,641.96</b> | <b>\$3,641.96</b> | <b>\$3,221.79</b> | <b>\$3,221.79</b> | <b>\$2,455.13</b> | <b>\$2,455.13</b> |