



2009-2010 On-Campus Housing Information

The first step is to identify your future housing plans. To that end, you must complete and submit your **Intent Form** along with your summer/fall Housing application and/or move out paper work by **Friday, May 29, 2009**. The **Intent Form** will ask you to select ONE of the following four categories. Please select the category that best describes your future housing plans and download it from our website: www.calstatela.edu/univ/housing. Click on How to Sign up, then on Continuing and/or Returning Students.

1. [CONTINUING – I plan to stay on campus for the 2009 summer quarter and 2009-2010 academic year.](#)
2. [SUMMER ONLY – I ONLY plan to stay on campus for the 2009 summer quarter.](#)
3. [RETURNING – I will be moving out of the housing complex for the summer quarter and plan to return to on-campus housing for the 2009-2010 academic year, beginning with fall 2009 quarter.](#)
4. [MOVING OUT – I plan to move out of on-campus housing by June 13, 2009 \(the end of my 2008-2009 Academic Year license agreement\).](#)

Once you have selected the appropriate category (Continuing, Returning, etc.) on your Intent Form, please go to the corresponding link and read the information contained in that section. You will need to print the appropriate application materials to match your Intent Form. Please read everything thoroughly as it contains important dates and specific details about the category that you select. The paperwork needs to be completed and returned to our office by **Friday, May 29, 2009**. Students who decide to live on campus for the summer will need to check their CSULA email account on June 5, 2009 for an email explaining their summer assignment. If your current apartment will be closing for the summer, you must stay in your apartment until you are asked to **transfer** to your summer assignment. **Transfers will begin as early as June 5, 2009**. Please share this information with other individuals as appropriate (parents, guardians, etc.). The chart below is a reference for the important dates and relevant information associated with each category.

	<u>Check Online:</u>	<u>Materials due:</u>	<u>Check CSULA email account on:</u>	<u>Move out by:</u>	<u>Payment due:</u>	<u>Amt. due:</u>
Continuing	May 13, 2009	May 29, 2009	*June 5, 2009	N/A	June 1, 2009	**\$414.26
Summer Only	May 13, 2009	May 29, 2009	*June 5, 2009	September 5, 2009	June 1, 2009	**\$414.26
Returning	May 13, 2009	May 29, 2009	N/A	June 13, 2009	July 2, 2009	\$410.96
Moving Out	May 13, 2009	May 29, 2009	N/A	June 13, 2009	N/A	N/A

Effective July 1, 2009, the monthly rental rates for on-campus housing will be:

- \$655 – Double occupancy
- \$878 – Single occupancy

Please click on the following for additional information:

- [Financial Aid](#)
- [Graduating - Unable to move out June 13, 2009](#)
- [Changing Rooms/Room Draw](#)
- [Proxy - Unable to attend Room Draw](#)
- [Room Draw Make-up Day](#)
- [Requesting Single Occupancy](#)

*Check your CSULA email account as early as June 5, 2009.

**Amount due includes rent and the 2009 summer quarter application fee and program fee.

Financial Aid

The Housing Services Office will have a Financial Aid Workshop that will help determine if your financial aid/loans can help pay for your housing. Please bring your award letter to the workshop on Tuesday, May 19, 2009. The workshop will begin at 5:30 pm in Housing's Phase II Lounge. If you have not done so, please contact Student Financial Aid regarding your award letter. If you cannot attend the workshop, once you receive your award letter, stop by the Housing Services Office for assistance in determining if you have enough aid to cover your housing rent. Remember that financial aid does not cover the application, deposit, or program fee. You are encouraged to attend this workshop if you rely on financial aid to pay your rent. Some students may now have to consider taking out a loan to help pay for your housing during the 2009-2010 academic year.

Graduating - Unable to move out June 13, 2009

If you are graduating and plan to participate in the graduation ceremony, and need a couple extra days to complete your move out, please stop by the Housing Services Office. You will need to complete and submit a Request for Exception (RFE) by June 13, 2009, stating your need for additional time to complete your move out as a result of your participation as a graduate in the graduation ceremony. You will also need to pick up an invoice and pay for the extra days you stay on campus.

Changing Rooms/Room Draw

Room Draw is scheduled for **Thursday, July 9, 2009** from 10:00 am until 2:00 pm. This is an opportunity for you as a Continuing student to change your assigned space for the academic year, however your judicial record will be reviewed before final approval.

To participate in Room Draw bring your CSULA Golden Eagle identification card to the Housing Services Office and we will walk you through the process. Give some thought to your desired location, but we also recommended that you bring a couple different apartment choices just in case your first choice is unavailable. We also recommend that if you have a roommate preference try and bring that individual with you to Room Draw so that the two of you can select an apartment together. Space is limited and changes to assignments will be on a first come first serve basis. So, the earlier you arrive, the better your chance of getting a space that you desire.

Please note: Residents who owe money will NOT be able to participate in Room Draw.

Proxy - Unable to attend Room Draw

If you are unable to make it to Room Draw, there is a "Proxy" option available. This option will allow you to select a space for someone else and, conversely, it allows someone to select a space for you. If you want to pursue this option just come by our office to get a **Proxy Form**. If you are picking the space, or if someone is picking the space for you, make sure that the individual participating in Room Draw has the Proxy Form.

Your participation in Room Draw may require that you transfer to your selected space prior to the end of the summer quarter. Also, your Room Draw selection is final and can not be changed. Continuing students who do not participate in Room Draw forfeit their ability to change their assignment for the upcoming academic year.

Room Draw Make-up Day

If you are unable to attend Room Draw and are approved to participate, you may attend a Room Draw make-up day. It will be held on Friday, July 10, 2009 from 2:00 pm until 4:30 pm in the Housing Services Office.

Requesting Single Occupancy

Single request forms for the 2009-2010 academic year are due to the Housing Services Office by **Tuesday, July 2, 2009**. If you are approved for a single you will be notified by **Friday, July 10, 2009**. Please note there will be no new singles approved for the 2009 summer quarter.

CONTINUING

If you plan to stay on campus for the 2009 summer quarter, and the 2009-2010 academic year, please read this section.

The apartments below will be emptied in order to accommodate summer conference activity. If you currently reside in one of these buildings, you will be assigned a new space and will be required to transfer to that space. Your summer assignment will be emailed to your CSULA email account on June 5, 2009. Once you receive your email, check for the date that you are to pick up the keys to your new assignment. You will have 48 hours, from the date you are to pick up your keys, to complete your transfer and to avoid any charges related to a delayed transfer. **Transfers will begin as early as June 5, 2009, so stay in your apartment until you are asked to pick up keys.** Your assigned summer space will also be your assigned space for the 2009-2010 academic year. If you do not wish to reside in your assigned space for the academic year, please refer to the section "Room Draw" for more specific information on how to change your academic year assignment.

Apartments Closing for the Summer

Phase I - 102, 109, 118, 120, 122, 123, 124, 127, 128, 206, 210, 211, 212, 213, 215, 220, 223, 245

Phase II

Building 1 - All Apartments

Building 2 - All Apartments

Building 3 - 3105, 3106, 3204, 3205, 3206, 3303, 3304

Building 4 - 4103, 4106, 4204

Building 5 - 5102, 5103, 5104, 5106, 5108, 5202, 5204, 5205, 5206, 5208, 5303, 5304, 5306

If you DO NOT live in the apartments that are closing (above) then the space where you currently reside will be your assignment for the 2009 summer quarter and the 2009-2010 academic year. If you do not wish to reside in your current space for the academic year, then please refer to the section "Room Draw" for more specific information on how to change your academic year assignment.

To maintain eligibility for the summer academic quarter, Licensee must meet one of the following criteria: 1) enrollment at CSULA during the summer academic quarter for 6 or more units, 2) employment by CSULA during the summer academic quarter, or 3) enrollment for 12 units each quarter at CSULA in the spring academic quarter preceding and the fall academic quarter following the summer academic quarter. Enrollment in Open University, in any given academic quarter, does not count toward the number of units required for occupancy.

Please follow these steps if you plan to live on campus for the 2009 summer quarter and the 2009-2010 academic year:

1. Visit our website at www.calstatela.edu/univ/housing and click on Current Residents. Click on Continuing and/or Returning Students and print and return the Intent Form, a Summer License Agreement and application, and a 2009-2010 Academic year License Agreement and Application by **May 29, 2009**.
2. Check your CSULA email account on **Monday, June 5, 2009** for your summer assignment.
3. Make the appropriate rent payment by **June 1, 2009** as outlined in the **2009 Summer Quarter Payment and Fee Schedule** (Note: the June payment includes rent and the 2009 summer quarter application fee and program fee). Failure to make this payment may result in forfeiture of your assigned summer space. It may also require that you move out of the housing complex by June 13, 2009.

Please note: You must inform the Housing Services Office of any changes to your intent by completing and returning a revised Intent Form along with the new application(s)/move-out paperwork. Failure to inform the Housing Services Office may result in your change not being granted. If you are unable to transfer to your new apartment between June 15-19, 2009 you must notify the Housing Services Office.

1. [CONTINUING STUDENT 2009 SUMMER PAYMENT SCHEDULE \(keep for your records\)](#)
2. [CONTINUING STUDENT 2009 SUMMER HOUSING SERVICES APPLICATION \(1 page and signature required\)](#)
3. [CONTINUING 2009 SUMMER LICENSE AGREEMENT \(3 pages and signature required\)](#)
4. [CONTINUING 2009-2010 ACADEMIC YEAR PAYMENT SCHEDULE \(keep for your records\)](#)
5. [CONTINUING 2009-2010 ACADEMIC YEAR HOUSING SERVICES APPLICATION \(1 page and signature required\)](#)
6. [CONTINUING 2009-2010 ACADEMIC YEAR LICENSE AGREEMENT \(3 pages and signature required\)](#)

SUMMER ONLY

If you only plan to stay on campus for the 2009 summer quarter, then please read this section. The apartments below will be emptied in order to accommodate summer conference activity. If you currently reside in one of these buildings, you will be assigned a new space and will be required to transfer to that space. Your summer assignment will be emailed to your CSULA email account on June 5, 2009. Once you receive your email, check for the date that you are to pick up the keys to your new assignment. You will have 48 hours, from the date you are to pick up your keys, to complete your transfer and to avoid any charges related to a delayed transfer. **Transfers will begin as early as June 5, 2009, so stay in your apartment until you are asked to pick up keys.**

Apartments Closing for the Summer

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Building 4 - 4103, 4106, 4204

Building 5 - 5102, 5103, 5104, 5106, 5108, 5202, 5204, 5205, 5206, 5208, 5303, 5304, 5306

If you DO NOT live in the apartments that are closing (see above) then the space where you currently reside will be your assignment for the 2009 summer quarter.

To maintain eligibility for the summer academic quarter, Licensee must meet one of the following criteria: 1) enrollment at CSULA during the summer academic quarter for 6 or more units, 2) employment by CSULA during the summer academic quarter, or 3) enrollment for 12 units each quarter at CSULA in the spring academic quarter preceding and the fall academic quarter following the summer academic quarter. Enrollment in Open University, in any given academic quarter, does not count toward the number of units required for occupancy.

Please follow these steps if you ONLY plan to live on campus for the 2009 summer quarter:

1. Visit our website at www.calstatela.edu/univ/housing and click on Current Residents. Click on Continuing and/or Returning Students and print and return the Intent Form, and the Summer License Agreement and application by **May 29, 2009**.
2. Check your CSULA email account on June 5, **2009** for your summer assignment.
3. Make the appropriate rent payment by **June 1, 2009** as outlined in the **2009 Summer Quarter Payment and Fee Schedule** (Note: the June payment includes rent and the 2009 Summer Quarter application fee and program fee). Failure to make this payment may result in forfeiture of your assigned summer space. It may also require that you move out of the housing complex by June 13, 2009.

Please note: You must inform the Housing Services Office of any changes to your intent by completing and returning a revised Intent Form along with the new application(s)/move-out paperwork. Failure to inform the Housing Services Office may result in your change not being granted. If you are unable to transfer to your new apartment between June 15-19, 2009 you must notify the Housing Services Office.

1. [CONTINUING STUDENT 2009 SUMMER PAYMENT SCHEDULE \(keep for your records\)](#)
2. [CONTINUING STUDENT 2009 SUMMER HOUSING SERVICES APPLICATION \(1 page and signature required\)](#)
3. [CONTINUING 2009 SUMMER LICENSE AGREEMENT \(3 pages and signature required\)](#)
4. [MOVE-OUT FORMS \(2 pages and signature required\)](#)
5. [EXIT SURVEY](#)

RETURNING

As a Returning student (individuals who will be moving out for the summer and plan to return for the fall quarter) you have the opportunity to guarantee yourself a housing assignment for the 2009-2010 academic year. In order to be given full consideration for guaranteed housing, two things must occur. First, you must make sure that you do not have an outstanding balance for housing on your student account. In other words, you must not owe any money to Housing Services. Also, your payment, as outlined in the **2009-2010 Academic Year Payment and Fee Schedule**, must be received in the Housing Services Office or Student Financial Services (Cashiers) **by 5:30 P.M. on July 2, 2009**. If those 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 pm on July 2 it will be considered late and treated as if it was received on the next business day. **Due to limited space, all applicants submitting a late payment cannot be guaranteed housing and will be placed on a waiting list.**

If you receive financial aid then you may be eligible for a reduced payment. A reduced payment may be possible if your remaining aid (after tuition and fees have been deducted) will cover your housing expenses for the entire quarter. If you think that you might qualify for a reduced payment, please bring your Financial Aid Award Letter to the Housing Services Office for review and approval. You can also attend our Financial Aid Workshop on Tuesday, May 19, 2009.

Your room assignment for the 2009-2010 academic year will be based on the preferences and requests that you list on the page two of your **Housing Services Application**. While we can guarantee you a space in the housing complex, we can not guarantee that all of your preferences and requests will be met. Housing Services will make every effort to accommodate your preferences/requests, but certain factors may prevent our office from meeting some, and possibly all, of your preferences/requests.

Please follow these steps if you will be moving out of on-campus housing for the summer, but plan to return and live on campus for the 2009-2010 academic year:

1. Visit our website at www.calstatela.edu/univ/housing and click on Current Residents. Click on Continuing and/or Returning Students and print and return the Intent Form, Move-out paperwork, and a 2009-2010 Academic year License Agreement and Application by **May 29, 2009**.
2. Remove all of your belongings from your apartment and return your keys to the Housing Services Office no later than 2:00 P.M. on Saturday, June 13, 2009. Failure to do so will result in forfeiture of a portion, or all, of your security deposit and may also result in additional rental charges being assessed to your student account.
3. Make sure that your initial payment, as outlined in the **2009-2010 Academic Year Payment and Fee Schedule**, is received in the Housing Services Office by **5:30 P.M. on July 2, 2009**.

Please note: **If you are not planning on returning for the 2009-2010 academic year and change your mind after moving out, you will be prioritized as a new student, will not have guaranteed Housing and will most likely be placed on the waiting list.**

1. [MOVE-OUT FORMS](#) (2 pages and signature required)
2. [EXIT SURVEY](#)
3. [2009-2010 ACADEMIC YEAR RETURNING STUDENT PAYMENT SCHEDULE](#) (keep for your records)
4. [2009-2010 ACADEMIC YEAR HOUSING SERVICES APPLICATION](#) (1 page and signature required)
5. [2009-2010 ACADEMIC YEAR LICENSE AGREEMENT](#) (3 pages and signature required)

MOVING OUT

Please follow these steps if you will be moving out of the housing complex and have no plans to return to on-campus housing for the fall:

1. Visit our website at www.calstatela.edu/univ/housing and click on Current Residents. Click on Continuing and/or Returning Students and print and return the Intent Form and the Move-out paperwork by **May 29, 2009**.
2. Remove all of your belongings from your apartment and return your keys to the Housing Services office no later than 2:00 p.m. on Saturday, June 13, 2009. Failure to do so will result in forfeiture of a portion, or all, of your security deposit and may also result in additional charges being assessed to your student account. If the office is closed, place your keys in an addressed envelope (Name and Apt #) and place them in the drop box located on the exterior wall of the Phase II Community Center (the wall closet to the mailroom).

Graduating - Unable to move out June 13, 2009

If you are graduating and plan to participate in the graduation ceremony, and need a couple extra days to complete your move out, please stop by the Housing Services Office. You will need to complete a Request for Exception (RFE) stating your need for additional time to complete your move out as a result of your participation as a graduate in the graduation ceremony. You will also need to pick up an invoice and pay for the extra days you stay on campus.

Please note: You must inform the Housing Services Office of any changes to your intent by completing and returning a revised Intent Form along with the appropriate application(s)/move-out paperwork. Failure to inform the Housing Services Office may result in your change not being granted. **If initially you had no plans to return for the 2009-2010 Academic Year, and then change your mind after you move out of the complex, you will need to submit a revised Intent Form along with your application materials and the required payment by July 2, 2009. Please refer to the section titled "Returning" for more specific information.**

As a MOVING OUT resident, you will need to print out and submit the following paperwork:

- [MOVE-OUT FORMS](#) (2 pages and signature required)
- [EXIT SURVEY](#)

INTENT FORM

This is not your Housing Services Application

Please complete and submit your Intent Form along with your appropriate paper work by **Friday, May 29, 2009.**

Last Name	First Name	Current Apt. & Room
Mail Box #	CIN	Email Address
Permanent phone #	Message phone #	

What is your current occupancy status? CSULA Student ELP Faculty/Staff

WHICH OF THE FOLLOWING DESCRIBES YOUR HOUSING PLANS FOR SUMMER 2009 AND THE 2009-2010 ACADEMIC YEAR?

CONTINUING - I plan to stay on campus for the summer and the 2009-2010 academic year.
Are you planning on attending Room Draw ? Yes No

SUMMER ONLY - I plan to continue my stay on-campus through the summer quarter, September 5,2009.

RETURNING - I plan to move out for the summer and return to live on campus in the fall.

MOVING OUT - I plan to move out of on-campus housing after the 2009 spring quarter and will not be returning in the fall.

Please make sure you submit the appropriate paperwork to match your Intent Form above (i.e. If you are moving out for the summer and returning in the fall, you will need to fill out and return the Move-out paperwork and 2009-2010 Academic Year License Agreement and Application. If you have any questions, please stop by or call the Housing Services Office at (323) 343-4800.

Please note: You must inform the Housing Services Office of any changes to your intent by completing and returning a revised Intent Form along with the appropriate application(s)/move-out paperwork. Failure to inform the Housing Services Office may result in your change not being granted. **If you were not planning on returning for the 2009-2010 Academic year and change your mind after moving out, you will be prioritized as a new student, will not have guaranteed Housing and will most likely be placed on the waiting list.**

*Signature _____ Date _____

*Your signature indicates you acknowledge and agree with the information that is being submitted above.