

## Spring Quarter 2009 Payment and Fee Schedule

\*\*New and Returning Students Only\*\*

This Schedule applies to students moving into the Housing Services complex on Thursday, March 26, 2009 and a final occupancy date of Saturday June 13, 2009 (check-out by 2:00 PM). Student moving in after the above scheduled date will be charged on a pro rata basis. This payment schedule is based on double occupancy which means that two students share a bedroom.

The rent includes 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.

Housing Services will begin processing complete applications on February 9, 2009. Space in the Housing Services complex is confirmed on a **FIRST COME FIRST SERVE** basis, therefore, applications will be prioritized by the date that all of your on-campus Housing materials (License Agreement, Application, and Financial Aid Award Letter if applicable) and the appropriate payment have been received. Making a payment and/or submitting the appropriate application materials to the Housing Services Offices DOES NOT guarantee you a bedspace on campus. Space in the Housing complex is limited. Any paid applicant that is not confirmed a space will be automatically placed on a waiting list. Confirmation and waiting list letters will be mailed to paid applicants approximately four weeks after the processing date.

### Payment Options

<b>Initial Payment</b>	<b>Monthly (9 Payments)</b>	<b>* Quarterly (3 Payments) <i>*For International Students</i></b>
<b>Application processing date February 9, 2009</b>		
Rent	\$673.40	\$1,437.80
Deposit	\$100.00	\$100.00
Application Fee	\$40.00	\$40.00
Program Fee	\$3.00	\$3.00
<b>Total Due</b>	<b>\$816.40</b>	<b>\$1,580.80</b>
<i>Your next scheduled rent payments are due on the following date(s): \$20 late fee will be added to installments not made within 7 days of due date.</i>		
May 1	<b>\$546.00</b>	
June 1 - 12	<b>+ \$ 218.40</b>	
<b>You Pay</b>	<b>\$1,580.80</b>	<b>\$1,580.80</b>

**SPECIAL NOTICE FOR FINANCIAL AID AND LOAN RECIPIENTS:** The initial payment, which includes the security deposit, application fee, and program fee, is required and is not covered by financial aid. A portion, or all, of your remaining rental expenses should be deducted from your financial aid award on a quarterly basis. Each quarter, you are responsible for verifying that your rental expenses have been deducted from your financial aid award. You are also responsible for any housing obligations not covered by your financial aid award. If you are on the waiting list after the first Financial Aid disbursement, which usually occurs on the 1<sup>st</sup> scheduled day of classes, your rental expenses WILL NOT be deducted from your financial aid. If you would still like to live on-campus you will need to make an additional payment before your keys can be issued to you. The amount of your payment will be determined by subtracting your initial payment from the total amount due for the quarter.

\*These are the onlypayment options available for international students.

## CHECKLIST FOR APPLYING TO HOUSING:

- ❑ **Step 1** - Read all material included in the Housing Information packet.
- ❑ **Step 2** - Fill out the Housing Application, License Agreement, Tuberculosis form, and Meningitis form (Freshmen Only).
- ❑ **Step 3** - Select a payment option: 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. To pay by MasterCard, log on to <https://commerce.cashnet.com/csulasp>. A 2.9% fee will be added to your credit card.
- ❑ **Step 5** - Return all Housing forms with a Personal Check, Cashier's Check, Money Order, or CashNet Smart Pay receipt. See "NOTES" below for important information.

## NOTES:

1. Your priority date will be established, and your application will be processed once the INITIAL PAYMENT and ALL completed Housing materials (License Agreement, Application, your Award Letter, if applicable) are submitted. Due to limited space, submitting all requested materials DOES NOT guarantee a Housing space. Space will be confirmed on a FIRST COME FIRST SERVE basis. A letter indicating the status of an application will be sent approximately four (4) weeks after the application processing date.
2. 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**

3. Failure to turn in keys by 2:00 pm on the move-out date will result in forfeited security deposit and student account being assessed the current daily rate for each delinquent day.

## **Rates and Fees**

Application Fee	\$40	A non-refundable fee required to cover the added costs incurred in collecting and processing installment payments.
Cylinder and Key Replacement	\$30-58	Based on the type of apartment for which lock must be changed (either a 2- or 4-bedroom apartment).
Dishonored Checks	\$25	For first returned check; \$35 for each check thereafter
Non-Approved Guest Rate	\$18.20	Available Summer Only- Per night (inquire at the Housing Office for specific rates and/ or details)
Invaded Space	\$191	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 Eagle Handbook Planner). In addition, these residents will be subject to disciplinary action up to and including termination of contract.
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 made after the 7 <sup>th</sup> (unless the 7 <sup>th</sup> falls on a Saturday or Sunday, in which case the due date will change to the following Monday).
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 termination of License Agreement if all conditions have been met and your apartment is in the same condition as when you moved in (minus reasonable wear and tear). An hourly rate of \$25.00 will be forfeited for each hour a resident is late checking out on the scheduled move-out date, 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.