

2020–2021 Cancellation or Deferment Request Form Before the Start of the License Agreement

Updated 5/18/2020

To request the cancellation or deferment of your License Agreement, please complete this form in its entirety and submit it to the Office of Housing and Residence Life. Students may contact our office to verify that your form was received for review. *Forms may be faxed, mailed, or emailed*

The term of the License Agreement is for an academic year (Fall and Spring). Cancellation of the License Agreement requires a 30-day notice prior to the beginning of the semester regardless of whether you have moved in or not. Failure to provide a 30-day notice may result in prorated charges as outlined in the Housing and Residence Life License Agreement (Section III. C.).

- ⇒ **Students with reserved assignments** must submit a request form to cancel or defer at least 30 calendar days before the first day of the agreement period. Cancellation requests received after the deadline (without required 30-day notice) are subject to a cancellation fee of \$50 and may result in prorated charges as outlined in License Agreement.
- ⇒ **Students without a reserved bed space**, those cancelling prior to the assignment process or those who have been waitlisted, are eligible to receive a refund of their initial fee minus the \$40 application processing fee. A 30-day notice is not required for these types of requests.
- ⇒ **Students requesting a deferment** of their Application/Agreement and Initial payment to the Spring 2021 term must submit a request form to defer at least 30 calendar days before the first day of the agreement period. Deferments do not guarantee a housing placement but does permit a student to be considered for housing in preparation for the Spring 2021 term.

For those requesting to cancel and obtain a refund of their initial payment, refunds may take six to eight weeks and maybe credited to any outstanding fees with the University. If the student has no outstanding fees, a refund will be mailed to the address listed on the student's ["GET" \(Golden Eagle Territory\)](#) account.

Name _____ **CIN** _____
Last, First M.I. Campus ID Number

Cell Phone No. (_____) _____ **Preferred Email** _____

Term I am requesting: 2020-2021 Academic Year (Due 7-23-20) Spring 2021 Semester (Due 12-23-20 - *Cancellation Only*)

I'm requesting to:

- Cancel Application/Agreement & Request Refund Defer Application/Agreement & \$340 to Spring 2021 housing interest

My current housing status is:

- Application and Agreement Only (No Room Reservation)
 Room Reservation (Student has been assigned to a bed space for the term)*
**If this request to cancel a room reservation is received without a 30-day notice, a statement of reason and supporting documentation may be required in addition to this form. Charges are subject to proration.*

The reason I am requesting the cancellation or deferment of my Housing License Agreement is:

- Not Attending Cal State LA for the term Admissions Rescinded
 Withdrawal from University (Continuing Students) Transferring Schools (Continuing Students)
 Residing at Home Residing Off Campus (Not Permanent Address)

My decision to cancel was impacted by:

- COVID-19
 Financial Reasons
 Academic Reasons
 Medical Leave/Family Emergency

 Student Signature _____
 Date

I have read and understand the information above. I certify I am the person named above and the information on the this form is accurate to the best of my knowledge.

For Office Use Only						
Student Status:	Checklist	Staff Initials	Date	Checklist	Staff Initials	Date
<input type="checkbox"/> New <input type="checkbox"/> Returner <input type="checkbox"/> Waitlisted <input type="checkbox"/> Resv/Tent <input type="checkbox"/> Applicant	Cancelled Application in StarRez			Waitlist (Excel)		
	Cancelled Meal Plan in StarRez			Pulled Check-in Packet		
	Cancelled Booking in StarRez			Mailbox		
	Date submitted to Cashier's			Pull Student's File		