

**California Polytechnic State University**  
**Housing License Agreement**  
**LICENSE TERMS AND CONDITIONS - 2019 – 2020**  
**CP LOFTS ADDENDUM**

- 1) **OCCUPANCY. Assignment.** University Housing assigns Licensee and roommates to a specific apartment on the basis of information provided on the application.
  
- 2) **CANCELLATION.**
  - a. Cancellation by Licensee for any reason, if at least 60 days prior to the License Term. The Licensee may cancel a License for the living unit for any reason without any Cancellation Fees by giving written notice to University Housing at least thirty (60) days prior to the beginning of the License Term.
  
  - b. Cancellation by Licensee prior to the License Term, but with less than 60 days' notice.
    - i. If the cancellation request is received by University Housing less than 60 days prior to the beginning of the License Term, University Housing may grant or deny the request based on the following standards:
      - Admission denied.
        - a. If the Licensee is not admitted to the University and gives written notification to the Executive Director of University Housing within one week of student's notification of denied admission by the University Admissions Office.
      - End of student status.
      - Marriage or registered domestic partnership.
      - Hardship/Medical.
        - a. The definition of hardship/medical as used in this License is any occurrence in which the student is withdrawing from the University.
      - University academic program requirements.
        - a. This includes International Study programs, Co-op, Internship or Ag Housing assignments. If the request is granted, the Licensee may be subject to fees for University Housing, based on the pro rata charge for the number of days less than the 60-day period as of the date written notification is received by University Housing.
  
- 3) **CONDUCT SYSTEM.** The University Housing conduct system coordinates with the University's Office for Student Rights and Responsibilities, the University Police Department and other University and City of SLO offices as appropriate. Should a violation/fee incur on the Cal Poly Lofts, the resident(s) would be responsible for resolving any violations and fees.

## APPENDIX A: PAYMENT SCHEDULE AND PROVISIONS 2019-2020

### 1) PAYMENTS.

- a) Fee Schedule and Due Dates. (All prices are proposed, subject to change and Executive Order & Board Approval).

<b>CP Lofts Housing Fee Schedule and Due Dates*</b> <small>*Housing Fees are subject to Executive Order and Board Approval.</small>	<b>2-Bedroom Apartment (per person)</b>	<b>1-Bedroom Apartment</b>	<b>Studio Apartment</b>
2019-2020 CP Lofts Housing Fees	\$15,011	\$16,511	\$13,508
Initial <b>non-refundable</b> Housing Payment	\$500	\$500	\$500
Balance of Housing fees Owed (Annual Payment) – Due 08/14/2019	\$14,511	\$16,011	\$13,008
Installment Payment Plan Option (includes \$21 Payment Plan Fee)			
September Installment – Due 9/1/2019	\$1211	\$1336	\$1085.75
October Installment – Due 10/1/2019	\$1211	\$1336	\$1085.75
November Installment – Due 11/1/2019	\$1211	\$1336	\$1085.75
December Installment – Due 12/1/2019	\$1211	\$1336	\$1085.75
January Installment – Due 1/1/2020	\$1211	\$1336	\$1085.75
February Installment – Due 2/1/2020	\$1211	\$1336	\$1085.75
March Installment – Due 3/1/2020	\$1211	\$1336	\$1085.75
April Installment – Due 4/1/2020	\$1211	\$1336	\$1085.75
May Installment – Due 5/1/2020	\$1211	\$1336	\$1085.75
June Installment – Due 6/1/2020	\$1211	\$1336	\$1085.75
July Installment – Due 7/1/2020	\$1211	\$1336	\$1085.75
August Installment - Due 8/1/2020	\$1211	\$1336	\$1085.75

Note: Housing fees vary depending on which housing facility and living unit to which the Licensee is assigned (i.e., a studio or 1-bedroom).

- b) Payment Plan. The payment schedules listed above represent typical Payment Plans for students assigned to the specified apartment types. Actual payment amounts may vary for reasons including, but not limited to, changing apartment type after enrollment in the Payment Plan, assessment of late fees resulting from late payments, and/or adjusted move-in dates.
- c) Currency. All payments due are in US Dollars.

### 2) HOUSING FEES.

- a) Separate Payments and Payment Plans. Licensee may select to either pay in full during the specified time period or be automatically enrolled in Payment Plans.
- b) Full Payment or Payment Plan. Payments in full can only be made from July 26 to August 14, 2019. If the Licensee does not pay in full during that time period, then Licensee will automatically be enrolled in Payment Plans for payments for Housing fees. Licensee will be charged a \$21 fee for the Payment Plan in which Licensee is enrolled. All Payment Plan payments must be paid in full by the scheduled payment due dates. Failure to pay any payment by the scheduled due date may result in a late payment fee being charged to the Licensee's student

account, and/or a financial hold being placed on the Licensee's student account, which can prohibit registration or release of transcripts.

- c) No Invoices. Individual bills are not sent to Licensee for any payments due, including the payment date for the full balance due or payments. Students can view amounts due on their portal. Licensee is responsible for making timely payments. A Late Fee of \$25 will be charged for any payments received after the due dates.

### 3) PAYMENT METHODS.

- a) Financial Aid. Financial Aid for housing fees may be an option if Licensee expects to accept enough Financial Aid to cover the total amount of registration and tuition and Housing fees for the whole year (12 months). Contact Student Accounts for more information and to see if this option may be available.
  - i) Financial Aid can include certain types of student loans and/or grants (excluding Federal Work-Study) or general scholarships.
  - ii) Please refer to the guide "Using Financial Aid to Pay Housing and Meals" to determine the amount of Financial Aid that you will need to accept.
  - iii) If payment by Financial Aid is elected and the Licensee's accepted amount of Financial Aid is later found to be insufficient to pay all registration, tuition, and Housing fees in full (in that order, for the entire year), the Licensee will be notified, will be automatically enrolled in Payment Plan, and must provide the appropriate insufficient payment for the initial payment due, as well as the September 1<sup>st</sup> installment, or any other installments or payments due prior to the date of determination, or the Licensee will be responsible for Late Fees. The Licensee remains responsible for all payments due by the due date(s), either in full or as elected through the Payment Plan.
- b) Online. Payments may be made online from the Money Matters tab in the Licensee's Cal Poly Portal or at [http://www.afd.calpoly.edu/student\\_accounts/online\\_payments.asp](http://www.afd.calpoly.edu/student_accounts/online_payments.asp). Online payments can be made with either eCheck (with no added convenience fee) or credit card (with an added 2.75% convenience fee). Online payments received after 5:00 pm will be recorded as paid the following business day. If there are any problems making a payment online, contact the University Student Accounts Office at (805) 756-1428 or by email to [studentaccounts@calpoly.edu](mailto:studentaccounts@calpoly.edu)
- c) At Cashier. Payments, using cash or check, may be made at the University State Cashier, Administration Building 01, Room 131E, (8:30 a.m. to 4:30 p.m., Monday through Friday). Credit card payments are not accepted.
- d) Checks by mail. Payment by check/money order should be made payable to "Cal Poly" for the amounts due, and indicate the student Empl\_ID, and the fees to which the check is to be applied. Mailed payments are recorded as received. Please allow a minimum of 10 days for mailing. University is not responsible for payments that are lost, late, misdirected, mutilated, or delayed. All payments must be in US Dollars and no checks are accepted for funds drawn from a non-US bank.

### 4) SPECIAL FEES.

- a) \$35 Returned eCheck/check fee. If a check or eCheck payment is returned for any reason, including an erroneously entered financial institution account number, the Licensee may be liable for the amount of the check plus a returned check fee of \$35, plus any applicable Late Fee(s). Most Money Market Accounts and Lines of Credit do NOT allow eCheck transactions, and use of an invalid financial institution account may result in the \$35 dishonored eCheck charge. This fee will be added to the Licensee's student account balance and will be due immediately.
- b) Credit card payments with 2.75% Convenience Fee. A 2.75% Convenience Fee will be added to all payments made by credit card. This fee will be due at the time of credit card payment and is non-refundable.
- c) \$21 Payment Plan fee. If the Licensee is automatically enrolled in a Payment Plan for the Housing fees a Payment Plan service fee of \$21 is due. This fee is charged at the time of enrollment in the Payment Plan and a portion of the fee is added to each monthly payment.
- d) \$25 Late Fees. Licensee agrees to pay a Late Fee of \$25 if any payment is not received by the scheduled payment due date. Late charges will be assessed for each month the student account remains delinquent, which may include Late Fees or charges from a previous month. This fee will be applied to the outstanding balance, and if the Licensee is enrolled in the Payment Plan, the fee will be prorated throughout the remaining payment schedule.
  - i) Returned eChecks or insufficient Financial Aid for payment may result in a Late Fee being assessed.
  - ii) Cancellation requests made before or after a payment are due (but not timely paid by Licensee) are also subject to Late Fees, even if the cancellation is later approved. Cancellation request reviews may take 4-6 weeks to process.

## 5) REFUNDS AND CREDITS.

- a) University Housing. The University shall authorize refunds only as provided for in Title 5, California Code of Regulations, this License, and campus policy. The University shall refund all money collected in excess of Licensee's obligations as soon as reasonably possible.
- b) Campus Dining. If the Licensee has elected a dining plan, unspent declining balance funds as of the refund date will be credited to the Licensee's account per Section 5(d) of this document. Bonus declining balance funds are non-refundable and funds will be deducted from the credit. Meal credits will be prorated based on housing days per quarter and refunded or charged per Section 5(d) of this document. A \$25 cancellation fee will be applied to the Licensee's account. The refund date is the date of official withdrawal from the University, the date of the written completed cancellation form to University Housing, or the last date of use of the Dining Plan, whichever is later. If the Licensee cancels the License prior to Licensee move in or the start of the Fee Period, and prior to use of any declining balance funds, all Dining Plan fees will be credited to the Licensee's account, less a \$25 cancellation Fee.
- c) Fees not refunded. Convenience, Payment Plan, Returned Check and Late fees will not be refunded.
- d) Refunds and Changes in Fees processed by University Student Accounts Office.

- i) Notice of any refunds or change in the fees to a Licensee will be sent by University Housing as approved by the respective office(s), to the University Student Accounts Office for processing through the Licensee's student account.
- ii) Any refunds or fee changes submitted to the Licensee's student account will be subject to University refund, disbursement, and business hold policies, as authorized per §41802 and Title 5 of the California Code of Regulations and other applicable law. Refunds deposited to a Licensee's student account will first be applied to repay any funds due to federal, state, institutional or external sources that were conditioned on the Licensee's enrollment. The Licensee agrees that the balance of any Refunds will be carried as a credit balance on the Licensee's student account, unless the Licensee requests disbursement of the credit balance. Credits held in a Licensee's student account will be applied to any outstanding charges for University services on the Licensee's student account, with application to the oldest charges first, then to more recent charges. The Licensee may submit a disbursement request to the Student Accounts Office per its policies. This Refund process also applies to a Licensee who is no longer registered as a student at University.

[http://afd.calpoly.edu/Student\\_Accounts/fee\\_refund\\_policy.asp](http://afd.calpoly.edu/Student_Accounts/fee_refund_policy.asp)

- e) Refund deadline. No Refund under this License shall be made for any reason after the beginning of the last week of classes of the Spring Quarter.

**6) NO INTEREST.** No interest or other earnings will be credited to the Licensee's student account.