

**California Polytechnic State University
Housing and Dining License Agreement
LICENSE TERMS AND CONDITIONS - 2021 – 2022
FIRST-YEAR STUDENT ADDENDUM**

1) OCCUPANCY

- a) Occupancy Periods. Licensee is bound by the terms and conditions based upon taking occupancy.

2021-2022 Occupancy Dates		
Period	Begins	Ends
Fall Quarter 2021	8am, Tuesday, Sept. 14	5pm, Saturday, Dec. 11
<i>Winter Break- NOT INCLUDED separate license & charge</i>	<i>5pm, Saturday, Dec. 11</i>	<i>12noon, Sunday, Jan. 2</i>
Winter Quarter 2022	12noon, Sunday, Jan. 2	5pm, Wednesday, Mar. 23 (residents leaving the University)
Spring Quarter 2022	3pm, Thursday, Mar. 24 (new residents)	5pm, Sunday, June 12 (or 24 hours after last final)

- b) Excludes Winter Break. This License does NOT grant Licensee permission to occupy the assigned living unit during the academic break between fall and winter quarters, 5 p.m. December 11, 2021 thru 12 noon January 2, 2022 (Winter Break). Students requiring occupancy during the winter break period sign a separate Winter Break Housing License, pay an additional housing fee, and must be housed in winter break determined housing. A charge for recovery costs for related and appropriate operating expenses will be assessed to any resident who has not vacated by the 5 p.m. Saturday, December 11, 2021 deadline.
- c) Assignment. Specific assignment of a space shall be made by the University, and may be changed from time to time. The University assigns Licensee and roommates (if applicable) to a specific living unit on the basis of availability and information provided on the application.

2) LICENSEE REQUIREMENTS

- a) Required Dining Plan. All entering first-years living in campus housing are required to have a Dining Plan for the entire academic year.

4) CANCELLATION

- a) General Information. Cancellation of the License is authorized only for reasons approved by University Housing. When approved and processed, Cancellation provides that the Licensee will not be responsible for further payments under the License, except for any applicable Cancellation Fees as set forth herein.
- i. THE FEE PERIOD BEGINS THE DAY BEFORE UNIVERSITY HOUSING OPENS. (The License Term begins the day identified above under Occupancy Periods and on the license.)
 - ii. All cancellation requests require a written request to University Housing, regardless of the reason for the cancellation, and may be subject to a Cancellation Fee, lack of notice fees if a 30-day notice is not provided.
 - (1) In the case of a Licensee who is under 18 years of age, request for termination of the License shall be accompanied by the written consent of the parent or legal guardian.

- (2) Cancellation requests to other University agents or departments are not acceptable notice and will not be substituted
 - iii. Licensee may have to pay fees to University Housing for cancellation of the License after the Fee Period commencement.
 - iv. The cancellation notification will be considered the date the written cancellation request, with appropriate supporting documentation, is received by University Housing.
 - v. Any request for exceptions to the cancel policy need to be submitted in writing to University Housing.
- b) Cancellation by Licensee if no longer admitted or approved exemption if at least 30 days **prior to the Fee Period**. (Fee Period begins the day before University Housing opens). The Licensee may CANCEL a License for the living unit if no longer admitted or approved exemption, less any Cancellation Fees by giving written notice to University Housing at least thirty (30) days prior to the beginning of the Fee Period.
- c) Cancellation by Licensee **prior to the Fee Period, but with less than 30 days' notice**.
- i. If the cancellation request is received by University Housing less than 30 days prior to the beginning of the Fee Period, University Housing may grant or deny the request based on the following standards:
 - (1) Admission denied (**30-day notice may be waived**)
 - (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, then no Cancellation Fee is due.
 - (2) End of student status
 - (3) Marriage or registered domestic partnership
 - (4) Hardship/Medical (**30-day notice may be waived**)
 - (a) The definition of hardship/medical as used in this License is any occurrence in which the student is withdrawing from the University.
 - (5) University academic program requirements
 - (a) This includes International Study programs, Co-op, Internship, Cal Poly Lofts, or Ag Housing assignments.
 - (6) Campus housing exemption approved
 - ii. 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 30-day period as of the date written notification is received by University Housing.
- d) Cancellation by Licensee **after the beginning of the Fee Period**. (Fee Period begins the day before University Housing opens).

- i. The Licensee must provide a written request to University Housing to cancel the License for the living unit with at least 30 days' notice of Licensee's intention to vacate and the reason therefore.
- ii. The University may grant or deny the request to vacate as submitted on the following standards, with appropriate verification:
 - (1) Admission denied **(30-day notice may be waived)**
 - (a) If the Licensee is not admitted to the University and gives written notification to University Housing within one week of student's notification of denied admission by the University Admissions Office, then no Cancellation Fee is due.
 - (2) End of student status
 - (3) Marriage or registered domestic partnership
 - (4) Hardship/Medical **(30-day notice may be waived)**
 - (a) The definition of hardship/medical as used in this License is any occurrence in which the student is withdrawing from the University.
 - (5) University academic program requirements
 - (a) This includes International Study programs, Co-op, Internship, Cal Poly Lofts, or Ag Housing assignments.
 - (6) Campus housing exemption approved
- iii. If the request is granted, the Licensee will be subject to fees for University Housing based on the pro rata charge for the number of days of occupancy, plus an additional charge for the number of days the notification period provided is less than the 30-day period as well as forfeits any non-refundable fees paid.
- e) Refunds will not be pro-rated for approved move outs during the last week of classes or finals week at the end of each quarter.

5) HOUSING REGULATIONS

- a) Cooking and Refrigerators. Cooking is not permitted in or around University Housing except in designated areas. These areas include and are limited to lobby kitchens and microwaves located on floor corridors. These cooking privileges are in conjunction with rules established by the Community Council in each hall. Students are not allowed to have microwave units. Hot plates and electric skillets, toasters, blenders, room heaters, air conditioners, freestanding freezer units of any size, and similar appliances, as well as items referenced in the University Housing Policy Guide are not permitted in Residence Hall rooms.
 - i. University Housing provides one mini-refrigerator in each Residence Hall room. The mini-refrigerator has a small freezer. The mini-refrigerator's exterior dimensions are approximately 33" tall, 18" wide, and 20" deep (total interior volume is 2.9 cu.ft.).
 - ii. No additional refrigerators or freezers of any size are allowed in campus housing.
 - iii. Rooms in the North Mountain Halls are provided with a mini-refrigerator/microwave.

- iv. Students with medical needs requiring additional refrigeration space need to contact University Housing.
- v. Mini-refrigerators must be kept in an open space affording ventilation; therefore, placement in closets is unacceptable.
- vi. Mini-refrigerators must be cleaned out for the winter break (December 11, 2021, through January 2, 2022).

6) DINING PLANS

- a) Dining Required. All entering first-year students living in campus housing are required to have a Dining Plan for the entire academic year.
- b) Dining Plan Schedule. Dining plans will be available for use beginning September 14, 2021 and ending on June 12, 2022.
 - i. Meals scheduled during the University-sponsored Week of Welcome (WOW) are purchased separately and not included in the dining plan's total cost and available at the WOW designated meal times and specific venues on campus.
 - ii. During the academic year, dining plan access coincides with the Housing occupancy dates defined in the 2021-22 License Agreement of the First-Year Student Housing and Dining License Agreement and Section 1(a) of this Housing/Dining License Agreement/First-Year Addendum, with the exception of the Thanksgiving academic holiday break. Location availability and dining plan access will be limited during this and other academic breaks. This is factored into the cost of the dining plan. Please refer to www.calpolydining.com for the most current information on all dining locations and hours.
- c) PolyCard Access. Dining plans are accessed through the magnetic strip on the back of the PolyCard, or the ISO number for electronic purchases using a mobile food ordering application. Students must present the PolyCard at the registers to make purchases with their dining plan. It is the student's responsibility to acquire the PolyCard at Poly Card Services in order to access their dining plan. The Poly Card Services office can be reached at 805-756-7000 or polycard@calpoly.edu.
- d) Dining Plan. Licensee may select from three different First-Year dining plan options. The Licensee will be required to select a dining plan at the time the Licensee registers for Housing. Included in the total cost of all dining plans are Dining Dollars for purchases at Campus Dining locations, a \$936 operational fee, and parents eat free at second floor Vista Grande venues. WOW meals are charged separately and provided during Cal Poly's WOW orientation program that is held prior to the start of Fall Quarter. Dining plan information, including benefits by plan, can be viewed www.calpolydining.com/diningprograms/freshman/
 - i. The \$936 operational fee in the dining plan price helps cover non-food operating costs, including equipment and facility maintenance, and benefits specific to the different plans.
 - ii. Included in the total cost of all dining plans are Dining Dollars, which may be used to purchase food and beverages, kitchen supplies, sundries, and personal products at participating Campus Dining locations. Dining Dollars are allocated at the beginning of

each quarter and rollover to the next quarter if unused. Unused Dining Dollars remaining at the end of the spring quarter may also be rolled over to the following academic year with the purchase of a minimum voluntary plan for next academic year (“Rollover Extension”). For the Rollover Extension to apply, licensee must purchase at least the minimum voluntary plan no later than June 20, 2022, otherwise remaining Dining Dollars shall be forfeited. All payments on the following year’s voluntary plan must be current by September 1, for the Rollover Extension to be activated.

- e) No Transfer or Unauthorized Use. The Licensee's dining plan is not transferable. The value of the dining plan may not be resold, assigned, transferred, or used by anyone other than Licensee. All promotions, discount pricing, and other dining plan offerings are strictly limited to purchase and consumption by the Licensee. Assisting unauthorized persons in the use of Licensee’s PolyCard is a violation of the terms and conditions of the License. All unauthorized use of a PolyCard or dining plan, or tampering with or altering the PolyCard, is a violation of this License and shall be considered grounds for confiscation of the PolyCard, disciplinary action by the University, fines, and/or possible forfeiture of value expended.
- f) Conduct. Students are enrolled for educational pursuits and the expectation is that their conduct will preserve an atmosphere of learning. Any student whose conduct or behavior in or about food service venues is disruptive or in violation of law or university regulations may be subject to university disciplinary action, and revocation of the dining plan portion of the License.
- g) Dietary Restrictions. Note that a dining plan is mandatory for all first year students living on campus. If the Licensee has any dietary restrictions due to food allergies, food intolerances, and/or other dietary concerns, please review the dining areas and food options available through the dining plan program at <http://calpolydining.com>. The Licensee can determine if there are any concerns that the Licensee’s dietary needs can be met prior to submitting the Licensee’s initial payment registration for the Housing and Dining License, and can first seek clarification from Campus Dining. For assistance in reviewing any dietary concerns, please contact Campus Dining’s Registered Dietician at (805) 756-1185 or e-mail campusdining@calpoly.edu for further assistance.
- h) Changes in Dining Plan. The Licensee selects a dining plan at the time the Licensee registers for Housing. Changes to the dining plan will only be allowed up through August 2, 2021, to be effective at the commencement of Fall Quarter, and during the Fall Quarter from October 27, 2021 through November 15, 2021, to be effective at the commencement of Winter Quarter. Notice of any refunds or change in the fees will be sent to the University Student Accounts Office, and will be subject to that office's policies regarding refunds and changes in fees. (See Appendix A: Payment Schedule and Provisions §5 Refunds.)
- i) Dining Plan charges and billing. The Licensee is required to pay for the dining plan for which the Licensee is billed within the specified time, even if the Licensee later changes the dining plan. Separate charges or credits resulting from such changes will appear on the Licensee’s account after each change. The Licensee is obligated to pay any additional costs related to any changes in the Licensee's dining plan. These changes will be applied to the Licensee's University Student Account balance.

- j) Electronic Communications. By agreeing to this License, the Licensee consents to receive electronic communications relating to the dining plan and campus food services. The Licensee may unsubscribe from receiving electronic communications by contacting Campus Dining Customer Service at (805) 756-1176 or campusdining@calpoly.edu.
- k) Administrative Policy. Cal Poly Corporation (CPC) may from time to time, at its sole discretion and without notice, implement new policies and procedures necessary for the effective administration of the collective Dining Plan(s). New policies and/or procedural changes shall not in any way modify material terms, vested rights, or dispute resolution procedures for disputes already in progress.
- l) Resolution of Disputed Claims. Disputed claims between CPC and the Licensee, for which prompt written notice has been given followed by adequate supporting data within a reasonable time, shall be settled by an informal conference to meet and confer for settlement of the issues in dispute. The Licensee agrees that CPC shall have ultimate authority to determine final resolution.

APPENDIX A: PAYMENT SCHEDULE AND PROVISIONS 2021-2022

1) PAYMENTS & FEES

a) Fees and Due Dates. – Housing & Dining fees vary depending on which housing facility and living unit to which Licensee is assigned (i.e. double or triple) and which dining plan Licensee has selected. The payment schedules listed below represent typical Payment Plans for students assigned to the specified room types. Actual payment amounts may vary for reasons including, but not limited to, changing room type and/or adjusted move-in dates. Additional fees may apply for approved early move-in for sponsored programs or approved late stays. *All fees are proposed, subject to change and Executive Order & Board Approval. Due dates will be available when fees are posted.

b) Sample Fee Structure:

	Academic Year Housing Fees*					
	ResHall Double Room	ResHall Triple Room	yak?it?ut?u Double Room	yak?it?ut?u Quad Room	Apartment Single Bedroom	Apartment Double Bedroom
Academic Year Amount	\$9,642	\$9,159	\$10,605	\$9,159	\$12,465	\$11,331

	Quarterly & Monthly Breakdown*					
TOTAL FALL 2021 Charges	\$3,408	\$3,237	\$3,747	\$3,237	\$4404	\$4233
Installment Due Dates:						
9/1/2021	\$1,136	\$1,079	\$1,249	\$1,079	\$1,468	\$1,335
(9/1 AMOUNT IF \$500 INITIAL PYMT MADE)	\$636	\$579	\$749	\$579	\$968	\$835
10/1/2021	\$1,136	\$1,079	\$1,249	\$1,079	\$1,468	\$1,335
11/1/2021	\$1,136	\$1,079	\$1,249	\$1,079	\$1,468	\$1,335
TOTAL WINTER 2022 Charges	\$3,135	\$2,979	\$3,450	\$2,979	\$4056	\$3687
12/1/2021	\$1,045	\$993	\$1,150	\$993	\$1,352	\$1,229
1/1/2022	\$1,045	\$993	\$1,150	\$993	\$1,352	\$1,229
2/1/2022	\$1,045	\$993	\$1,150	\$993	\$1,352	\$1,229
TOTAL SPRING 2022 Charges	\$3,099	\$2,943	\$3,408	\$2,943	\$4005	\$3639
3/1/2022	\$1,033	\$981	\$1,136	\$981	\$1,335	\$1,213
4/1/2022	\$1,033	\$981	\$1,136	\$981	\$1,335	\$1,213
5/1/2022	\$1,033	\$981	\$1,136	\$981	\$1,335	\$1,213
TOTAL ACADEMIC YEAR	\$9,642	\$9,159	\$10,605	\$9,159	\$12,465	\$11,331

Academic Year Dining Plans*			
	First Year Club	First Year Plus	First Year Basic
Dining Dollars	\$5,202	\$4,662	\$4,221
Operational Fee	\$936	\$936	\$936
Academic Year Amount	\$6,138	\$5,598	\$5,157
Initial Dining Payment	(\$1,000)	(\$1,000)	(\$1,000)
2021-2022 Balance	\$5,138	\$4,598	\$4,157

Quarterly Breakdown* (excludes any payment plan fees)			
FALL 2021 Balance (after \$1000 initial payment)	\$1,046	\$866	\$719
WINTER 2022 Charges	\$2,046	\$1,866	\$1,719
SPRING 2022 Charges	\$2,046	\$1,866	\$1,719

- c) Currency. All payments due are in US Dollars.
- d) Fees exclude Winter Break Housing. Winter Break Housing is offered to students needing to stay anytime between 5pm, December 11, 2021 and 12 noon, January 2, 2022. The fee for Winter Break Housing is approximately \$1102*. Please select Winter Break housing during the online application and contact University Housing at (805)756-1226 for Winter Break housing arrangements. The Winter Break Housing location is determined by the number of residents needing it and is subject to change from year to year.
- e) Separate Payments and Payment Plans. The initial payment for the Housing and Dining Plan fees is a combined payment for both the services. The Housing fees and Dining Plan fees are to be paid separately by Licensee, but with similar payment options for both.
- f) Fees and Payments. Housing and Dining fees will post at the beginning of the year for each quarter and will be broken down into 3 monthly installments per quarter. Licensee may choose to pay monthly, quarterly, annually or any other frequency. As long as monthly due dates and amounts are met, the account will remain in good standing.
- g) Invoices. There will be no invoices. Students can view amounts due on their portal. Licensee is responsible for making timely payments. A registration hold will be placed on accounts with past due balances. A Late Fee of \$25 may be charged for any payments received after the due dates and/or a financial hold may be placed on Licensee's student account, which can prohibit registration and release of transcripts.

3) PAYMENT METHODS

- a) Financial Aid. Financial Aid may be applied directly to housing and dining fees if Licensee accepts enough Financial Aid to first cover all registration and tuition charges.
 - i. Financial Aid can only be applied to charges in the quarter for which that aid is disbursed. Financial Aid for winter quarter cannot be applied to charges for fall quarter or vice versa.
 - ii. Qualified Financial Aid can include certain types of student loans, grants and/or many scholarships but does not include Federal Work-Study. Please refer to the Financial Aid calculator on the [Student Accounts webpage](#).
 - iii. Once Disbursable Qualified Financial Aid is exhausted, the Licensee will be responsible for any and all payments due by the due date(s) for that quarter's charges which may also be subject to Late Fees.
 - iv. If payment by Financial Aid eligible, the Licensee will see a "Deferred by Financial Aid" indicator next to the Housing Balance on their Money Matters Tab. If "Deferred by Financial Aid" is not notated on the Money Matters Tab next to the Housing Balance, the Licensee is responsible for making a payment on September 1. A registration hold will be placed for any past due fee amounts that are not eligible for financial aid deferral.
- 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. 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
- c) At Cashier. Payments, using cash or check, may be made at the University Cashiers Office, Administration (Building 01), Room 131E, (8:30 a.m. to 4:30 p.m., Monday through Friday). Credit card payments are not accepted at the University Cashiers Office.
- d) Checks by mail. Payment by check/money order should be made payable to "Cal Poly" for the amounts due. Include the student Empl_ID and the account for which the funds should be applied (housing and/or dining) on the memo line. 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 Returned 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) \$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.
 - 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 of the *California Code of Regulation* (and the Housing Facility Regulations), this License, and campus policy. See Appendix A: Payment Schedule and Provisions 2021-2022. The University shall refund all money collected in excess of Licensee's obligations as soon as reasonably possible.
- b) Campus Dining. Commencing with the Licensee's move in to Housing, or the beginning of the fee period as defined in the 2021-22 License of the First-Year Student Housing and Dining License Agreement, the \$936 operational fee is non-refundable, prorated quarterly. Unspent Dining Dollars as of refund date will be credited to the Licensee's account per Section 5(d) of this document. 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 the Licensee move in or the start of the fee period, and prior to use of any Dining Dollars, all dining plan fees will be credited to the Licensee's account.
- c) Fees not refunded. Convenience, Payment Plan, Returned Check and Late fees will not be refunded. Where applicable, non-refundable 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 and/or Campus Dining as approved by the respective office(s), to the 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.

- 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

- a) No interest or other earnings will be credited to the Licensee's student account.