

California Polytechnic State University
Housing License Agreement
LICENSE TERMS AND CONDITIONS - 2021 – 2022
CP LOFTS ADDENDUM

- 1) **OCCUPANCY. Assignment.** University Housing assigns Licensee and roommates to a specific apartment on the basis of the following occupancy dates:

Fall Quarter 2021 - September 1, 2021, to December 11, 2021

Winter Quarter 2022 - December 11, 2021, to March 23, 2022

Spring Quarter 2022 - March 23, 2022, to June 12, 2022

Summer Quarter 2022 - June 12, 2022, to July 31, 2022

2) **CANCELLATION.**

- a. Cancellation by Licensee for any reason, if at least 30 days **prior** to the License Term. The Licensee may cancel a License for the living unit for any reason, less any cancellation fees and forfeits the \$500 non-refundable initial payment fees paid, by giving written notice to University Housing at least thirty (30) days prior to the beginning of the License Term.

- b. Cancellation by Licensee **prior** to the License Term, 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 License Term, University Housing may grant or deny the request based on the following standards with appropriate verification:

- 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 30-day period as of the date written notification is received by University Housing.

- c. Cancellation Provisions **during** the License Term, with 30 days' notice

- i. This license terminates on July 31, 2022, with the exception of cancellation notices submitted with at least 30 days' notice for an approved reason under the provisions of this License. Residents who submit a cancellation notice prior to July 31, 2022, must be moved out of their residence in accordance with the following scheduled move-out dates and times.

Fall Quarter 2021 - December 11, 2021, 3:00 p.m.

Winter Quarter 2022 – March 23, 2022, 3:00 p.m.

Spring Quarter 2022 - June 12, 2022, 3:00 p.m.

- ii. The University may grant or deny the request to vacate as submitted on the following standards, with appropriate verification:

- 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 30-day period as of the date written notification is received by University Housing.
- 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 the \$500 initial payment fees paid.
- iv. Fees will not be prorated if move out is during study and finals week.

3) **CONDUCT SYSTEM.** The University Housing conduct system coordinates with the University's Office for Student Rights and Responsibilities, the Cal Poly 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 2021-2022

1) PAYMENTS.

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

2021-2022 CP Lofts Housing Fees*			
	Studio Apartment	1-Bedroom Apartment	2-Bedroom Apartment
Annual Amount	\$14,603	\$17,853	\$16,227
Quarterly & Monthly Breakdown*			
TOTAL FALL 2021 Charges	\$4,428	\$5,415	\$4,923
Installment Due Dates:			
9/1/2021	\$1,476	\$1,805	\$1,641
(9/1 AMOUNT IF \$500 INITIAL PYMT MADE)	\$976	\$1,305	\$1,141
10/1/2021	\$1,476	\$1,805	\$1,641
11/1/2021	\$1,476	\$1,805	\$1,641
TOTAL WINTER 2022 Charges	\$4,473	\$5,469	\$4,971

12/1/2021	\$1,491	\$1,823	\$1,657
1/1/2022	\$1,491	\$1,823	\$1,657
2/1/2022	\$1,491	\$1,823	\$1,657
TOTAL SPRING 2022 Charges	\$3,552	\$4,341	\$3,945
3/1/2022	\$1,184	\$1,447	\$1,315
4/1/2022	\$1,184	\$1,447	\$1,315
5/1/2022	\$1,184	\$1,447	\$1,315
TOTAL SUMMER 2022 Charges	\$2,150	\$2,628	\$2,388
6/1/2021	\$1,075	\$1,314	\$1,194
7/1/2021	\$1,075	\$1,314	\$1,194
TOTAL ANNUAL AMOUNT	\$14,603	\$17,853	\$16,227

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) Payments. Housing fees will post at the beginning of the year for each quarter and will be broken down into 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.
- b) 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.

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 11 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 Financial Aid calculator on the Student Accounts [webpage](#) to

determine the amount of Financial Aid that you will need to accept.

- iii) If payment by Financial Aid is eligible, the Licensee will see a "Deferred by Financial Aid" indicator next to Housing 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 1st. 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 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. 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 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.

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. 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.

- c) Fees not refunded. Convenience, Payment Plan, Returned Check 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 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
 - 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 Quarter.
- 6) **NO INTEREST.** No interest or other earnings will be credited to the Licensee's student account.
- 7) **MAINTENANCE REQUESTS.** All maintenance will be handled by Jamestown property management. Residents will receive information on how to submit requests.