1) OCCUPANCY.

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter 2021</td>
<td>8am, Sunday, Sept. 1</td>
<td>5pm, Saturday, Dec. 11</td>
</tr>
<tr>
<td>Winter Break- NOT INCLUDED separate contract &amp; charge</td>
<td>5pm, Saturday, Dec. 11</td>
<td>12noon, Sunday, Jan. 2</td>
</tr>
<tr>
<td>Winter Quarter 2022</td>
<td>12noon, Sunday, Jan. 2</td>
<td>5pm, Wednesday, Mar. 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(residents leaving the University)</td>
</tr>
<tr>
<td>Spring Quarter 2022</td>
<td>3pm, Thursday, Mar. 24</td>
<td>5pm, Sunday, June 12</td>
</tr>
<tr>
<td></td>
<td>(new residents)</td>
<td>(or 24 hours after last final)</td>
</tr>
</tbody>
</table>

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 apartment on the basis of information provided on the application.

2) REQUIREMENT TO LIVE ON CAMPUS.

a) The university is phasing in a two-year housing requirement. **Currently,** all first-year students in the College of Architecture and Environmental Design (CAED) and the College of Agriculture, Food, and Environmental Sciences (CAFES) are required to live on campus for their first two years. In addition, student-athletes and Cal Poly Scholars have a two-year housing requirement.

b) A **space** will be reserved for students who are required to live on campus and charges to their student account will be completed for that **space.** Students must agree to these license terms to get access to the assigned **space.** Students who submit the housing application will have priority for their preferred housing assignment.

3) 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 and may forfeit the $500 non-refundable initial payment, as set forth herein.

i. **THE FEE PERIOD BEGINS THE DAY BEFORE UNIVERSITY HOUSING OPENS.** (The License Term begins the day identified 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, and may forfeit the $500 non-refundable initial payment.

   (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 and may forfeit any non-refundable initial payments.

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 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 for the below approved reasons, less any Cancellation Fees by giving written notice to University Housing at least thirty (30) days prior to the beginning of the Fee Period.

i. If the request is granted, the Licensee will be refunded the $500 initial payment.

ii. If the reason to cancel is not noted below and Licensee’s cancel request is granted, Licensee will forfeit the $500 non-refundable initial payment.

iii. Approved cancellation reasons:

   (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) Housing Exemption Approved
c) **Cancellation by Licensee prior to the Fee Period, but with less than 30 days’ notice.** The Licensee may CANCEL a License for the living unit for the below approved reasons, less any Cancellation Fees.

   i. 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 and will be refunded the $500 initial payment.

   ii. If the reason to cancel is not noted below and Licensee’s cancel request is granted, Licensee will forfeit the $500 non-refundable initial payment.

   iii. Approved cancellation reasons:

      (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) Housing Exemption Approved

d) **Cancellation by Licensee after the beginning of the Fee Period. (Fee Period begins the day before University Housing opens).** The Licensee may CANCEL a License for the living unit for the below approved reasons, less any Cancellation Fees.

   i. The University may grant or deny the request to vacate with appropriate verification.

   ii. 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 of the date written notification is received by University Housing.

   iii. If the reason to cancel is not noted below and Licensee’s cancel request is granted, Licensee will forfeit the $500 non-refundable initial payment.

   iv. Approved cancellation reasons:

      (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) Housing Exemption Approved
(7) Graduation

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.
### APPENDIX A: PAYMENT SCHEDULE AND PROVISIONS 2021-2022

1) **HOUSING FEES & PAYMENTS.**

Fee Schedule & Due Dates:

<table>
<thead>
<tr>
<th></th>
<th>Apartment Single Bedroom</th>
<th>Apartment Double Bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year Amount</strong></td>
<td>$12,567</td>
<td>$11,421</td>
</tr>
<tr>
<td><strong>Academic Year Housing Fees</strong>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quarterly &amp; Monthly Housing Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$4,506</td>
<td>$4,095</td>
</tr>
<tr>
<td><strong>FALL CHARGES</strong></td>
<td>$1,502</td>
<td>$1,365</td>
</tr>
<tr>
<td>(9/1 AMOUNT IF $500 INITIAL PYMT MADE)</td>
<td>$1,002</td>
<td>$865</td>
</tr>
<tr>
<td>10/1/2021</td>
<td>$1,502</td>
<td>$1,365</td>
</tr>
<tr>
<td>11/1/2021</td>
<td>$1,502</td>
<td>$1,365</td>
</tr>
<tr>
<td><strong>TOTAL WINTER 2022</strong></td>
<td>$4,056</td>
<td>$3,687</td>
</tr>
<tr>
<td>12/1/2021</td>
<td>$1,352</td>
<td>$1,229</td>
</tr>
<tr>
<td>1/1/2021</td>
<td>$1,352</td>
<td>$1,229</td>
</tr>
<tr>
<td>2/1/2021</td>
<td>$1,352</td>
<td>$1,229</td>
</tr>
<tr>
<td><strong>TOTAL SPRING 2022</strong></td>
<td>$4,005</td>
<td>$3,639</td>
</tr>
<tr>
<td>3/1/2021</td>
<td>$1,335</td>
<td>$1,213</td>
</tr>
<tr>
<td>4/1/2021</td>
<td>$1,335</td>
<td>$1,213</td>
</tr>
<tr>
<td>5/1/2021</td>
<td>$1,335</td>
<td>$1,213</td>
</tr>
<tr>
<td><strong>TOTAL ACADEMIC YEAR</strong></td>
<td>$12,567</td>
<td>$11,421</td>
</tr>
</tbody>
</table>

a) **Fees and Due Dates.** Housing fees vary depending on which housing facility and living unit to which Licensee is assigned (i.e., a single or double room). 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 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) **Currency.** All payments due are in US Dollars.

c) **Fees exclude Winter Break Housing.** Winter Break Housing is offered to students needing to stay anytime between 5 p.m., December 11, 2021 to 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.

d) **Payments.** Housing 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.

e) **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.

2) **PAYMENT METHODS**

a) **Financial Aid.** Financial Aid may be applied directly to housing 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](http://www.afd.calpoly.edu/student_accounts/online_payments.asp).

   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](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. 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.

3) 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.

4) 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) Fees not refunded. Convenience, Payment Plan, Returned Check and Late fees will not be refunded. Where applicable, non-refundable fees will not be refunded.

c) 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
d) **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.

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