

July 19, 2019

**THIS IS A FRIENDLY REMINDER NOTICE: DEADLINE Approaching.**

Dear,

Thank you for applying to the 2019-20 academic year at Housing and Residential Life (HRL), California State University, Long Beach (CSULB). We would like to take this opportunity to remind you of the cancellation policy as stated in the application process and on the Housing website.

In order to avoid unnecessary charges, should you choose to not attend the University or no longer want to reside in our halls, you will need to cancel your housing application. **Important:** if you are a first-time freshman and still attending university but no longer wish to live in housing you must be approved for an exemption to the FTF Housing Requirement.

*IF YOU FILED AN EXEMPTION, and have not been given a status. Please expect an email early next week for we are still process exemption requests.*

· Any Cancellation, on or before July 21, 2019, will forfeit the service fee paid, regardless of the reason for cancellation.

· Cancellations after July 21, 2019, will forfeit the service fee, and will have a prorated charge of \$34 per day from July 22, 2019, to the date of cancellation online. For example, if you cancel on July 27, 2019, you will be charged \$238 (\$34 x 7 days) in addition to the \$275 service fee, for a total of \$513.

**SPECIAL NOTE (The following statement only applies to New Applicants on the Wait list)**

If you stay on the wait list and cancel after July 21st, your service fee will be refunded, assuming you have not been confirmed at time of cancellation. However, if you get confirmed after July 21 and cancel your confirmation, you will forfeit your service fee and pay any prorated charge minus one day from confirmation email.

**SPECIAL NOTE (The following statement only applies to Returning Applicants on the Wait list)**

If you are on the wait list and cancel, your service fee will be refunded, assuming you have not been confirmed at time of cancellation. However, if you get confirm and cancel after your confirmation you will forfeit your service fee. Please note if you get confirmed after July 21 and cancel your confirmation, you will forfeit your service fee and pay any prorated charge minus one day from confirmation email.

**Steps to cancel:**

1. Visit the CSULB Housing Portal at your single sign on.
2. Go to the Housing Portal
3. After selecting the term, save and continue.
4. Click on “Cancel” (at the top right of the screen just below Application Steps)
5. Click on “Cancel Application”

**IMPORTANT:** The only method to cancel your license agreement is to do so online in the Housing portal. Stop payment on checks or cancelling with University Admissions does not cancel your housing license agreement including denied admission, choosing not to attend CSULB, finding off-campus housing, etc.

**Cancelling the Housing license agreement after you have moved into University Housing requires that you complete the Request to Vacate Form:**

1. You must submit a Request to Vacate Form and receive approval from the Housing Office to cancel your housing license agreement.
2. If approved, a cancellation fee of \$200 plus any additional housing charges incurred will be applied regardless of the reason you decide to vacate and cancel.

For further information about our residence halls, cancellation policy, and other policies and procedures, please visit our website at <http://www.housing.csulb.edu> or contact our office at [housing@csulb.edu](mailto:housing@csulb.edu)

Sincerely,

Roshan Jayasinghe  
Housing Occupancy Analyst  
Housing & Residential Life  
California State University Long Beach

This is an automated message, if you have questions email or call the housing office at 562.985.4187