



2021-2022 STUDENT HOUSING & RESIDENTIAL LIFE LICENSE AGREEMENT

Described below are the Terms and Conditions as well as the Policy & Regulations, which govern all residence hall occupants. By completing and signing the Student Housing & Residential Life License Agreement, you agree to all these provisions. Please read these provisions carefully before submitting a completed License Agreement.

Statement of Community Responsibility

Housing & Residential Life is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus housing community must choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus housing community, and to contribute positively to student and university life.

Statement of Inclusion and Diversity

California State University, Long Beach affirms diversity and does not discriminate on the basis of a person's race, color, religious creed, national origin, ancestry, disability, medical condition, gender, sexual orientation, marital status, age, or veteran status. It is the practice of the University to assign roommates on a non-discriminatory basis.

This Housing & Residential Education License Agreement ("License Agreement" or "Agreement") is entered into between the California State University, Long Beach Housing and Residential Life Department (HRL) and the student named on the signature page as noted below ("Licensee").

Important Dates

Agreement Dates:

Move-in Dates:

- August 18, 2021

Move Out Dates:

- May 14, 2022(Non-Commencing Students)
- May 20, 2022 (Commencing Students)

Under Separate Agreement

- December 19, 2021—January 15, 2022 -- Winter Break

Limited Services (no meals) – Students must register but there is no additional fee assessed.

- November 22, 2020 – November 27, 2021 –Fall Break
- March 26, 2022- April 2, 2022 – Spring Break

Installment Payment Plan Schedule

- Wednesday, September 1, 2021
- Friday, October 1, 2021
- Monday, November 1, 2021
- Wednesday, December 1, 2021
- Tuesday, February 1, 2022
- Tuesday, March 1, 2022
- Monday, April 4, 2022
- Monday, May 2, 2022

Copies of the License Agreement are available on the Housing & Residential Life website and through the **Housing Portal** when submitted as the Student Housing Application. Standards for HRL and University Conduct can be found online in the locations listed below. (Please note that these internet addresses are subject to change; if you are not directed to the appropriate page, please visit www.csulb.edu).

Important Weblinks

1. **CSULB Housing and Residential Education License Agreement:**
<http://housing.csulb.edu/license>
2. **CSULB Campus Regulations:**
<http://housing.csulb.edu/campusregs>
3. **Housing & Residence Life Community Standards (within the Community Living Guide):**
<http://housing.csulb.edu/residenthandbook>
4. **Title V, California Code of Regulations** (California Education Code governing CSU Student Housing – Title 5, Division 5, Chapter 1, Subchapter 5, Article 5: [Housing](#) and Article 6: [Meals](#))
<http://housing.csulb.edu/titlev>
5. **Meal Plan Web Address and Residential Dining Contact Information**
<http://housing.csulb.edu/residentialdining>

Terms and Conditions

1. **Eligibility:**
 - 1.1 To qualify for a space in the residence halls, a student must be currently matriculated and/or enrolled in regular academic program at CSULB. The University may revoke the License Agreement if resident fails to meet the following requirements.
 - 1.1.1 All assignments to a residence hall space are contingent upon acceptance and regular enrollment at CSULB. If the resident's admission is rescinded or the resident is disqualified between semesters for failing to continue to meet the eligibility requirements listed above, it is the responsibility of the licensee to notify HRL.
 - 1.1.2 An undergraduate Licensee must remain enrolled in at least six (6) course units per semester at CSULB to be eligible to license a bed space in student housing. For graduate students, student must maintain three (3) credits per semester. Students who are enrolled in a non-matriculating program (i.e. CIE, ALI...) must maintain fulltime status with their program. Licensees enrolled in fewer than the above prescribed units by the completion of the SOAR programs are subject to revocation of room assignment and License Agreement.
2. **Terms:**
 - 2.1 In consideration for the right to participate in the student housing program, which includes assignment to bed space and a mandatory meal plan within one of the following HRL student housing facilities, Licensee agrees to make payments to HRL as provided in Section 6 of this License Agreement. Award of a bed space does not guarantee a specific room type or roommates.
 - 2.2 This License Agreement is subject to the regulations contained in Title 5, California Code of Regulations, Division 5, Chapter 1, Subchapter 5, Articles 5 and 6: "[Housing](#)", and "[Meals](#)," which are incorporated into and made part of this License Agreement. Copies of these regulations are available online at the link provided above and from the HRL office during normal business hours.
 - 2.3 Licensee agrees to comply with this License Agreement and abide by all university policies, Campus Regulations and Standards for Student Conduct (linked above), as amended from time to time; the Community Standards within the Community Living Guide (linked above); and communications from HRL, all of which are incorporated into and made part of this License Agreement, as well as the California Code of Regulations, Title 5, Section 41301, Standards for Student Conduct.
 - 2.4 Housing space cannot be confirmed until Licensee submits a fully executed License Agreement and either (a) payment of the \$275 Housing Service fee or (b) approved deferral of the Housing Service fee based on Financial

Aid status outlined in Section 5.4 of this License Agreement. However, submission of a fully executed License Agreement does not guarantee a bed space in Student Housing; if bed space is available, HRL will send an electronic or written communication to Licensee to verify receipt and acceptance of the License Agreement. Once HRL accepts the License Agreement, all financial and other terms outlined in this License Agreement shall be binding. HRL will not issue building or room access until Licensee pays the Housing Service Fee and is registered as a CSULB student with the minimum necessary semester units.

- 2.5 Bed space and assignment of a specific room type and location are at the sole discretion of HRL on an available space and administrative need basis.
- 2.6 This License Agreement does not create a lease or any other possessory interest in real property. This License Agreement is for one bed space as assigned to Licensee for the **2021-22** academic year (see Agreement dates above). HRL reserves the right to reassign this bed space as needed. Licensee agrees that no lease nor other interest in real property is created by this Agreement; nor are there created any covenants, express or implied such as a covenant for quiet enjoyment, created by this Agreement, not otherwise expressly contained in this Agreement.
- 2.7 Licensee acknowledges there may be ambient noise and/or inconvenience associated with construction projects located near the housing buildings that may affect Licensee's living environment. HRL will provide notification of construction in or near residence halls whenever possible.
- 2.8 HRL assumes no responsibility for Licensee's property that is stolen, damaged, or destroyed in the housing facility including periods when CSULB is not in session or during break periods or after this License Agreement has expired. Licensee is solely responsible for the security of Licensee's personal property. Licensees are strongly encouraged to insure their personal property through homeowners or rental insurance.
- 2.9 Licensee shall not transfer or otherwise assign this License Agreement, nor shall Licensee "sublet" assigned bed space.
- 2.10 As a condition for being assigned bed space and moving in, Licensee must comply with CSULB's immunization policies for measles, rubella, meningococcal disease, and hepatitis B, as outlined in the University Catalog and through subsequent notices. Licensee must submit a personal immunization record to *proof of vaccination* to CSULB Student Health Services (SHS) in accordance with these requirements. See *SHS* website for more information, www.csulb.edu/shs.

3. Occupancy

- 3.1 HRL grants Licensee permission to occupy a bed space within the housing facilities for the Agreement dates listed above, unless otherwise terminated sooner under this License Agreement. Licensee may not occupy bed space and must vacate the premises during Winter break periods (please see dates above), unless a supplemental license is signed in advance of the break period received no less than 5 business days before the beginning of a break period. Communications about agreement services during this time will be sent via email to the student prior to break periods. Students must register if they are staying for Fall and Spring breaks for safety.
- 3.2 **Licensee is bound by this License Agreement for both the fall and spring semesters unless otherwise agreed to in writing by HRL.**
- 3.3 HRL shall make a good faith effort to provide Licensee with the preferred bed space type requested. HRL shall assign bed space for all registered Licensees based on availability at the time assignments are made. Fees charged to Licensee are based on the specific bed space assigned.
- 3.4 HRL reserves the right to change bed space assignment, assign a new Licensee to share Licensee's assigned room, or reassign a current Licensee to any unoccupied bed space at any time, and/or consolidate vacancies in the interest of health, discipline, occupancy, or for the general welfare of Licensees.
- 3.5 Licensee's failure to occupy assigned bed space prior to 5:00 p.m. on the second day of classes each semester may result in cancellation of the License Agreement, and Licensee shall be subject to the payment of penalties in accordance with Section 8 of this License Agreement.

4. Enhancement of Educational Experience

4.1 Licensee agrees to recognize the importance of maintaining the HRL community as an environment conducive for Licensees to study, live, and sleep. Licensee agrees to not unduly disturb this environment. Licensee must complete all HRL, Title IX, and CSULB alcohol education requirements prior to move-in. Compliance with these programs are incorporated in the SOAR program.

4.2 Meals/Dining Plans

4.2.1 Licensee must purchase a CSULB Dining plan. Students with special dietary needs would need to communicate with Residential Dining by contacting the dietician at (562)985-8898.

4.2.2 Meal Plan Options

4.2.2.1 **10 Meal Plan** – \$3658

10 meals per week per semester. Students may enter any dining facility once per meal period and eat as much as they want up to 10 meals per week. Unused meals are not refundable. with the Flex Dollar Option, the Value Plan will be \$3958.

4.2.2.2 **210 Block Plan** - \$4040

210 meals per semester which can be used at any time in any residential dining facility with the flexibility of their number of meals used per week. This plan is perfect for students who want enough to eat through the week but tend to skip meals now and then. Unused meals are not refundable. With the Flex Dollar Option, the Block Plan will be \$4340.

4.2.2.3 **19 Meal Plan** - \$4324

19 meals per week. Students may enter any dining facility once per meal period and eat as much as they want up to 19 meals per week. This plan is perfect for students who remain on campus or those with active lifestyles. Unused meals are not refundable. with the Flex Dollar Option, the Traditional Plan will be \$4624.

4.2.2.4 **Flex Dollar Option** – Choosing this option gives the student \$150 per semester additional to the chosen meal plan. Flex dollars can be used in the dining facilities on and certain off campus venues.

4.2.3 Students must select their meal plan at the time of the application. Changes to meal plans can happen before the start of each semester but no later than the last day of first business week of the semester. All dining plans are tracked via CSULB ID Card. Licensee agrees to carry their ID on their person to access their meal plan. Without presenting an ID, Licensee can be denied use of a dining hall. Licensees may not give their ID card to another person to use on their behalf.

4.2.4 Unused meals and Flex Dollars are non-refundable. Licensee is strongly encouraged to maximize the use of the meal plan benefits to obtain the full value of the plan.

5. License Fees

5.1 Licensee agrees to pay HRL License fees for the agreement period in accordance with this License Agreement.

5.2 Licensee will be billed for assigned bed space and the dining plan requested. Licensee agrees to pay HRL License fees for the actual bed space type provided.

5.3 HRL License Costs for 2021-2022 agreement period are listed on the HRL website (linked above)

Payment Options:

5.3.1 **Payment in full:** Payment in full for housing fees is required by the due date for the entire agreement period. Payment may be made online, 24 hours per day, via *myCSULB*.

5.3.2 **Installment Payment Plan:** Licensees who do not pay in full by the due date will be defaulted to the Installment plan with the expectation of paying four installments per semester (eight for the entirety of the agreement period-see installment payment schedule above).

5.3.3 All students who are enrolled or defaulted in the payment plan will be charged a \$40 one-time installment service fee.

5.3.4 The balance due for HRL License fees is divided into equal installments. However, the first installment will have the social fee and installment plan assessed.

5.3.5 The Housing Service Fee (see section 2.4) will be deducted from the first payment.

5.3.6 Licensees with partial financial aid who register with the Installment plan must make

- payments according to the Installment schedule until their account balance is paid in full.
- 5.3.7 Billing notices will NOT be sent. Licensee is required to pay by the deadlines outlined in **myCSULB**. If Licensee is late on any installment payment, a \$20 late fee will be assessed for each late Installment payment.

5.4 Financial Aid

- 5.4.1 Licensees who have applied for financial aid by the priority application deadline of March 1, 2021 and have a federal expected family contribution (EFC) of \$0 AND satisfy all document verification requirements with the Financial Aid office are eligible for a reduced service fee. Documents submitted for verification must be complete, legible, and accepted by the Financial Aid office.
- 5.4.2 Licensee must pay License fees not covered by financial aid according to the installment plan outlined in (Section 6.3.2). Personal payments are required when funded financial aid is less than the amount due on the due date.
- 5.4.3 Changes to financial aid may have an impact on Licensee's balance due. Changes in financial aid, whether imposed or voluntary, will not nullify any obligations of this License Agreement. Full and prompt compliance with all Financial Aid office requests for information and response is advised to ensure a timely financial aid award and disbursement.

5.5 Non-Payment/Late Payment:

- 5.5.1 Nonpayment of fees may result in a suspension of the meal plan without reimbursement for missed meals. To reinstate meal plans, account balance issues must be resolved.

6. Maintenance of Premises

- 6.1 HRL shall provide Licensee with bed space furnishings. Furnishings include an XL twin bed, XL twin bed mattress, chest of drawers, closet for hanging clothes, desk, and desk chair.
- 6.2 Licensee agrees to maintain furnishings in the condition received at check-in.
- 6.3 Licensee may not move CSULB property, including room and common area furnishings, within the buildings or remove said items from the room or apartment without advance written authorization from the HRL main office.
- 6.4 Licensee agrees to give reasonable care to the assigned space and its furnishings, and to promptly upon demand by HRL make payment for any damage, repair, loss, or necessary cleaning during the semester or incurred after check-out in returning the assigned space to its original condition.
- 6.5 Licensee agrees to not make alteration to the housing facility without written permission from HRL main office.
- 6.6 Licensee agrees to always maintain the assigned bed space in a clean and orderly condition and shall correct any cleaning deficiencies as requested by HRL staff. "Clean and orderly" is defined as not providing any health or safety issue, this includes the removal of food products that in their state may attract bugs or rodents, the maintenance of clear passage to exits of the room, and any items that may cause a health issues for other occupants, including smells that may be disruptive to fellow residents. HRL performs Health, Safety, & Occupancy Checks of suites on a scheduled basis; HRL will provide advance notice of a scheduled Health, Safety, & Occupancy Check.
- 6.7 Upon expiration of this License Agreement, or upon departure from student housing, Licensee shall follow all specified HRL check-out procedures. Licensee agrees to remove all personal items, take trash from the room, vacuum carpets, or clean hard floors, and make certain to deposit recycle items in the appropriate deposits. Failure to check-out with a staff member may result in a \$150 charge for improper check-out, and cleaning and/or maintenance charges reasonably attributable to Licensee.
- 6.8 Licensee must abide by fire marshal regulations in room, suite, hallway, and common spaces. These regulations are included in the Community Standards within the Community Living Guide, linked above.

7. Cancellation Prior to Occupancy

- 7.1 Licensee agrees to pay for the full term of this License Agreement except as follows: Licensee may cancel this License Agreement thirty days prior to move-in by providing written notice to the HRL office. For new Spring 2022 residents, notification of cancellation must be received five business days before move-in.
- 7.2 Cancellation requests made fewer than 30 days prior to occupancy must be approved in writing by HRL and are subject to payment of the 30 days prior to beginning of Agreement date.
- 7.3 Based on the following standards, HRL will release licensee from license agreement with appropriate

verification: 1) End of Student Status, 2) Marriage, 3) Extreme Hardship or, 4) Joining the Military.

7.4 A \$275 processing service fee will be retained by HRL in the event of an approved cancellation, in whole or in part.

8. Cancellation of License Agreement after Occupancy

8.1 Any Licensee who requests cancellation of this License Agreement after occupancy of the facility shall give HRL at least thirty (30) days written notice of a request to cancel and the reason therefore by completion and submission of a Request for Release of License Agreement form which can be found on the HRL website or in person at the HRL office. HRL, in its sole discretion, may grant or deny cancellation requests and will consider the following factors, with appropriate verification: (1) End of student status; (2) Marriage; and/or (3) Extreme hardship and (4) Joining of the Military.

8.2 For Licensees who remain enrolled at the University, the HRL's approval of the request to cancel this License Agreement will result in an assessment of a thirty (30) day charge starting from the date Licensee requests the cancellation or the date of Licensee's check-out, whichever occurs later. If the University denies Licensee's request to cancel this License Agreement, Licensee will be assessed for charges for the full License Agreement period.

8.3 Approved cancellation of this Agreement, removal due to breach of License Agreement, or abandonment of the License Agreement by Licensee shall not release Licensee from the obligation to pay any charges due and payable under this License Agreement.

9. Revocation of License Agreement

9.1 HRL may revoke this License Agreement and assess fees to Licensee for the full License Agreement period plus non-refundable **service fee** upon the occurrence of any of the following:

9.1.1 Misconduct as listed in California Code of Regulations, Title 5, Section 41301, Standards for Student Conduct.

9.1.2 Licensee's breach of any term or condition of this License Agreement, including failure to pay License fees, failure to follow HRL policy as outlined in the Community Standards within the Community Living Guide, the CSULB Standards for Student Conduct, or Campus Regulations as pertaining to residential life.

9.1.3 Licensee's abandonment of the premises or failure to check in by 10:00 p.m. of the second day of classes each term of the Agreement.

9.2 HRL may revoke this License Agreement and assess the Licensee an amount equal to pro-rata charges for each day beyond the commencement of the License Agreement period for any of the following reasons:

9.2.1 Administrative necessity of the University. Administrative necessity exists when any condition, not reasonably foreseen at the time of signing by the University, occurs that prevents the University from making an assigned space available to Licensee. Such conditions include but are not limited to: Unfinished construction of new facilities, damage caused by natural disaster, vandalism; civil disorder; compliance with state or federal law; interruption of basic services because of labor strife. For periods requiring short-term vacancy not within HRL's control, such as: Campus evacuation, emergency, or general resident safety, HRL may require short-term vacancy for which HRL shall not compensate Licensee.

9.2.2 Licensee's dismissal from the University; or

9.2.3 Licensee's failure to maintain minimum enrollment requirements as stated in Section 1 of this Agreement.

9.3 HRL shall provide Licensee not less than three (3) days written notice in the event of an occurrence described in Sections 9.1 and 9.2 and not less than seven (7) days written notice in event of an occurrence in Sections 9.2, except in cases of emergency.

10. Abandonment by Licensee: Abandonment of assigned space by Licensee shall not release Licensee from paying any obligation due to HRL under this License Agreement.

11. Destruction or Unavailability: In the event a bed space is destroyed or otherwise becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is enacted (but not as a result of conditions caused by Licensee), (see 9.2.1) and HRL has no available alternative bed space, Licensee shall be entitled

to a pro-rata refund of any License fees paid for the period the bed space is destroyed or becomes permanently unavailable.

12. **Refunds:** HRL shall authorize refunds only as provided in Title 5 of the California Code of Regulations or this License Agreement. (Title 5 is the California Code of Regulations governing CSU Student Housing – Title 5, Division 5, Chapter 1, Subchapter 5, Article 5: Housing, and Article 6: Meals): [https://govt.westlaw.com/calregs/Document/I748D86D0D48311DEBC02831C6D6C108E?viewType=FullText&originatio nContext =documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I748D86D0D48311DEBC02831C6D6C108E?viewType=FullText&originatio nContext =documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
13. **Vacating Assigned Bed Space at the Expiration of the License Agreement:** Licensee agrees to vacate the facility within 24 hours of their last final exam of each semester but no later than the date and time listed above in Agreement Dates. Licensee who withdraws from the University of HRL prior to the end of the academic year must vacate their assigned space within 24 hours after such withdrawal and complete required checkout procedures prior to departure from student housing as in this situation, they no longer meet the minimum requirements to be a licensee. All assigned space shall be inspected as prescribed by the check-out procedure for cleanliness and damage. Failure to abide by proper check out procedures will result in Licensee being assessed charges for improper check-out as described in Section 7.8 above.
14. **Default of Licensee:** Failure of Licensee to satisfy the financial obligations of this License Agreement may result in one or more of the following:
 - 14.1 Assessment of late fee(s) as stated in the fee schedule.
 - 14.2 Suspension of meal service without compensation for missed meals.
 - 14.3 Revocation of the License Agreement.
 - 14.4 Eviction.
 - 14.5 Withholding of University services pursuant to Section 42380, et seq., of Title 5, California Code of Regulations. This includes:
 - 14.5.1 Withholding official transcripts.
 - 14.5.2 Denial of registration.
 - 14.6 Offset of loans, grants, scholarships, or any refunds payable through the University, or tax refunds through the Franchise Tax Board.
 - 14.7 Notification of default to credit bureau organizations.
 - 14.8 Payment of collection costs incurred by HRL, its agents, contractors, and assigns in the collection of the delinquent obligation.
 - 14.9 Legal action to collect unpaid obligations.
 - 14.10 By signing the License Agreement, Licensee, or Guarantor if applicable, consents to the release of information from student educational records to non-University third parties such as credit bureaus, credit gathering organizations, skip tracers, billing agencies, collection agencies, legal counsel, parents, and employees, who may, in the judgment of the University, be necessary or helpful in the collection of delinquent obligations arising out of the License Agreement.
15. **Right of Entry:** HRL shall have the right to enter the assigned space occupied by Licensee for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purposes. HRL shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy. During break periods repairs and/or construction projects may be necessary. Every effort is made not to touch student belongings, but there may be times when it is required (facilities emergencies etc.). Projects requiring entry into Licensee's room will typically occur with advance notice whenever possible. Licensee will be responsible for safeguarding personal belongings. Health, Safety, & Occupancy Checks of the facilities will be made on a regular basis by University staff.

16. **Insurance:**

- 16.1 HRL has no insurance to cover personal property damage sustained by Licensee. **Therefore, HRL strongly recommends Licensee obtain insurance, such as a renter's policy.**
- 16.2 HRL does not maintain individual or group health and accident insurance. **Therefore, HRL strongly recommends Licensee obtain health and accident insurance.**
17. **Non-Waiver:** The waiver of any breach of a term or condition of this License Agreement shall not constitute a waiver of any subsequent breach.
18. **Taxable Possessory Interest:** It is the position of the University that this License Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code Section 107.6, Licensee is hereby notified that a taxing authority may take a contrary view and the property interest may be subject to property taxation if created, and that the party in whom the possessory interest is vested may be subject to the payment of property taxes levied on the interest.
19. **Abandoned Property:** Licensee agrees that any personal effects, valuables, or other property left in the room or apartment at the end of the License Agreement period shall be deemed abandoned property and the University may retain or dispose of the property in such manner as the University determines in its sole discretion. Licensee shall not store articles and belongings in the University housing facilities during the summer.
20. **Internet Access:** As a condition of obtaining and using Internet access, the Licensee agrees to abide by the University's Campus Network Standards and Policies <https://daf.csulb.edu/offices/its/publication/campus-network-standards.html> . Violation of this policy may result in the revocation of the Licensee's Internet access in addition to HRL and University sanctions. Licensee agrees to follow all precautionary guidelines for appropriate use and computer maintenance as set forth by the Technology & Communication Department prior to gaining Internet access. The use of wireless internet routers is prohibited.

I have read and understand the entire Housing & Residential Life License Agreement Terms and Conditions. I have also read and understand the fee structure and payment schedule. Bed space and Board plan preferences were indicated in my online housing application. **I understand this License Agreement is for both the Fall 2021 and Spring 2022 semesters and that early cancellation requires an approved release from the license agreement.** I acknowledge that I am responsible for, and agree to abide by, the standards, terms, and conditions in the Housing & Residential Life License Agreement, all university policies, Campus Regulations and Standards for Student Conduct, the Community Standards within the Community Living Guide, as well as the California Code of Regulations as signified by my signature below.

Licensee Name _____ Student ID # _____

Licensee Signature _____ Date _____

Minor Guarantor:

If Licensee is under the age of 18 when entering into this License Agreement, a parent or guardian Guarantor is required. By my signature below, I agree to the terms of this License Agreement on behalf of the above-named Licensee, and in the event of default by the Licensee, assume full responsibility for fulfillment of the financial requirements outlined herein.

Guarantor Name _____

Guarantor Signature _____ Date _____

