Housing & Residence Life

Academic Year 2026-2027
License Agreement

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Important Dates

April 2026	Academic Year 2026-2027 Housing application opens
April 2026	Roommate Wizard Opens
June 2026	Room Selection
June 12, 2026	Priority deadline
July 10, 2026	Last day to pay for fall or establish a Payment Plan
July 17, 2026	Last day to cancel your Housing License Agreement without penalty
July 17, 2026	Last day to lower your Meal Plan
August 17-22, 2026	Fall Move-In Days
August 25- September 11	Room Change
September 7, 2026	Labor Day, campus closed
September 22, 2026	**Room Transfer Day**
October 2026	Health & Safety Inspections
November 11, 2026	Veterans Day, campus closed
November 23-25, 2026	Fall recess, Campus open
November 26-28, 2026	Fall recess, University closed
December 24, 2026 – January 1, 2027	Housing Office Closed
January 14, 2027	Last day to pay for spring 2027 or establish a Payment Plan
January 15, 2027	Fall 2026/Winter Recess Move-Out
January 22, 2027	Spring 2027 Move-In Day (for new residents)
January 18, 2027	Martin Luther King Jr. Day, University Closed
January 25, 2027	Spring semester first day of classes
March 15 –19, 2027	Health & Safety Inspections
March 29 – April 4, 2027	Spring Break
March 31, 2027	Farm Workers' Day - University closed
May 3, 2027	Current residents staying for summer 2027, last day to pay
May 15, 2027	Spring classes end
May 17 – 22, 2027	Finals week, 24-hour Quiet Hours begin

May 22, 2027	Move-Out Deadline: Non-summer residents need to be fully moved out by 12 p.m.
End of May 2027	Spring to Summer Transfer Day

Terms and Conditions

The License Agreement (hereafter the "Agreement") is entered between the Trustees of the California State University, acting by and through California State University (hereafter the "University") and the person named on the License Agreement (hereafter the "Licensee"). **Submitting an online version of this Agreement to the Housing and Residence Life Office (including a Consent Form signed by a parent or legal guardian for applicants under 18 years of age) shall constitute acceptance of the Agreement terms and conditions by the applicant.** The Terms, Conditions, Policies and Regulations described below govern all residence hall and campus apartment occupants. The use of Housing and Residence Life Facilities (hereafter the "Premises") is subject to and incorporates Articles 5 and 6 of Subchapter 5 of Chapter 1 Part V (Sections 42000 through 42103) of Title 5 of the California Administrative Code (California Code of Regulations), the Cal State LA Standard for Student Conduct and the Cal State LA Housing and Residence Life (hereafter the "Housing") Housing Handbook. By completing and electronically signing the Housing License Agreement, you agree to all these provisions. This Agreement is considered accepted by the University the date upon which the University sends out an official confirmation letter or email to the Licensee. This Agreement is for one bedspace as assigned to the Licensee for the academic year. **Applicants should read these materials carefully before completing and electronically executing this Agreement.**

Application and Initial Payment

All applicants, including all financial aid recipients, are required to pay a $100.00 non-refundable application processing fee out of pocket. The online Housing License Agreement application, electronically signed Agreement and $1000.00 non-refundable application fee must be submitted before a Housing License Agreement application will be considered for an assigned bedspace.

1. Eligibility

Age

The Licensee must be a high school graduate or equivalent, at least 17 years of age, who will turn 18 within the academic year contract term and enrolled as a student at Cal State LA.

Enrollment

I. To qualify for a bedspace in the residence halls and on-campus apartments at Cal State LA, the Licensee must be a matriculating student with a minimum of 12-credit units (undergraduate) or 9-credit units (graduate); or enrolled in a degree seeking program. Exceptions may be granted by the Director of Housing and Residence Life or a designee.

II. Licensees enrolled in international programs sponsored by the College of Professional and Global Education are eligible for occupancy on a bedspace-available basis.

III. Licensee should note that being enrolled in less than full-time status may impact Licensee's financial aid and will not be an approved reason to cancel the Agreement.

IV. All assignments to a bedspace are contingent upon acceptance at Cal State LA. If the Licensee is not admitted or is disqualified between semesters, it is the Licensee's responsibility to notify Housing immediately in writing by completing the cancellation request located on the Cal State

LA Housing Portal.

V. The Licensee will be charged for a bedspace and Meal Plan fees until written notification is received and approved by Housing. The Agreement may be revoked by the University if the Licensee fails to meet the above minimum requirements.

VI. Eligibility can change based on the University's discretion, with notice, if program requirements of health mandates shift.

VII. Ability to Self-Care: Licensees must demonstrate the ability to independently manage personal care, daily living activities, and maintain their assigned living space in a safe and sanitary condition. The University reserves the right to assess a Licensee's ability to meet these expectations and may require additional documentation or accommodations through appropriate campus resources.

VIII. Student Conduct History: Prior student conduct history, including but not limited to previous disciplinary actions, housing violations, or University conduct cases, may be considered in the review of a housing application. Such history may result in the denial of a housing application or cancellation of a housing assignment at the discretion of the University.

IX. Ongoing Eligibility: Eligibility for Housing may be reevaluated at any time. Failure to meet University expectations, including those outlined above, may result in administrative action up to and including termination of this Agreement.

2. Health Mandate Occupancy Requirements

I. Licensee agrees to comply with all applicable federal, state, and local public health laws, regulations, orders, and guidance, as well as all directives, policies, and orders issued by Cal State LA and the Board of Trustees of the California State University related to health mandates. This includes, but is not limited to, requirements established by the Department of Public Health.

II. Licensee acknowledges that these requirements may be amended from time to time during the term of this Agreement and agrees to adhere to any updates accordingly.

III. Licensee agrees to comply with any health mandate-related testing protocols that may be required by the University and to reasonably cooperate with the University in discharging Licensee's obligations under this section.

IV. Licensee understands and agrees that immunization having to do with any health mandate may be required in the future by the University as a condition of continued occupancy. If the University determines that immunization due to a health mandate will be required for continued occupancy, Licensee agrees to provide the University proof of vaccination within the allotted time and in the manner requested by the University.

V. Licensee acknowledges potential updates to health mandates and waives the right to terminate the Agreement due to any policy changes related to these mandates.

3. Rates & Fees

Fees

I. The Licensee shall pay the bedspace rate, programming and Meal Plan fees that are specified in the Housing and Residence Life Payment and Fee Schedule established by Housing and Residence Life. The total cost of accommodations will be based on the Agreement term, building and room type (single, double, triple) of the Licensee's bedspace. The cost of the Meal Plan will be based on the plan selected by the Licensee. The programming fee is nonrefundable post signing of the Agreement. There may be additional terms and conditions set forth in the Housing and Residence Life Payment and Fee Schedule, and those terms and conditions are incorporated in this

Agreement as fully set forth herein.

II. In addition to the aforementioned fees, the Licensee shall pay, prior to occupying the Premises, a cleaning and damage deposit as specified in the Housing and Residence Life Payment and Fee Schedule. This deposit shall be returned to the Licensee after they have vacated the Premises, less any deductions for cleanup and repair expenses incurred by the University for the Premises and/or furnishings on the Apartment Condition Report or Room Condition Report, beyond ordinary wear and tear. The University may also assess charges to the Licensee for cleanup and repair expenses that exceed the amount of the cleaning and security deposit.

III. If the Licensee is paying for bedspace and Meal Plan from financial aid, the Licensee hereby

authorizes the University to deduct the amount necessary to pay these fees from their financial-aid award during the academic semester for which the financial aid is received. The Licensee shall be responsible for any costs or obligations that are not fully covered by the financial aid award.

IV. It is the responsibility of the Licensee to ensure all their charges are paid in full by checking their balance in GET. If charges are applied to the Licensee's student account after their financial aid has been disbursed, Licensee is responsible for paying their charges with a different form of payment by the posted due date.

V. If the Licensee is assigned or executes an Agreement after the opening date of the semester set forth in the Terms of Occupancy (I.A.), the term of the Agreement shall be prorated if application was completed after the second week of classes.

VI. In cases where continuous community damage or vandalism is occurring and a responsible party cannot be identified after various community interventions have taken place, the cost of the damage/vandalism may be split among the community members. "Community" refers to any communal area Licensee has access to including elevators, community centers, community bathrooms, hallways, gaming areas and courts, etc.

4. Payment Options

Payment

I. Payment of fees is required by the due date each semester, as noted on the Housing and Residence Life Payment and Fee Schedule. Due dates are firm, including those that fall on weekends or holidays. Payments can be made online, 24 hours a day, via your GET Account.

   a. **Academic Year 2026-2027 Payment is due by June 10, 2026.**
   b. **For new incoming Licensees:** failure to make full payment or have an established payment plan by the deadline may result in cancellation of the Agreement and forfeiture of the Application fee.
   c. **For returning Licensees:** failure to make full payment or have an established payment plan by the deadline may result in cancellation of the Agreement, forfeiture of the Housing and Residence Life Application fee, AND removal from their bedspace.

Housing Payment Plan

I. Licensees requesting to pay fees in installments must submit a Housing Payment Plan as soon as charges are posted to their GET Account.

II. Licensee must submit a Housing Payment Plan online via the Housing Portal on or before the payment deadline.

III. When setting up a Housing Payment Plan, a minimum of 20% of the housing cost is due at signing. The remaining balance is divided into equal monthly installments.

IV. Licensees with partial financial aid who register for a Housing Payment Plan must make payments according to the schedule until their account balance is paid in full.

V. It is the responsibility of the Licensee to make installment payments at upon the due dates. A $25.00 late fee will be assessed for each late payment.

VI. If Licensee does not pay balance in full by the deadline or fulfill their payment plan as agreed, there will be HOLDs placed on the Licensee's Housing and GET Accounts. NOTE: The Housing and GET HOLDs will not be removed until the balance is paid in full.

Financial Aid

I. Licensees who have applied for financial aid that has not been disbursed on or before the first due date for each semester, cannot defer the payment of fees. Licensee must pay License fees when due, even if financial aid has not disbursed by the payment due date.
II. Licensee must pay fees not covered by financial aid according to the payment in full plan or the Housing Payment Plan. Personal payments are required when funded financial aid is less than the amount due on the due date.
III. 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 Agreement. Full and prompt compliance with all Financial Aid & Scholarships Office requests for information and response is advised to ensure timely financial aid awards and disbursements.

5. Adherence to Rules and Regulations

The Licensee shall abide by the rules, regulations, policies, and prohibitions set forth in Title V of the California Code of Regulations (to the extent as they pertain to student conduct, generally, or specifically student housing) or established in the Housing and Residence Life Housing Handbook. The content of this Agreement supersedes the content of the Housing and Residence Life Housing Handbook, and any changes made herein.
Violations of Housing policies may be addressed through the Student Conduct process, administrative action by Housing, or both, depending on the nature and severity of the violation.

6. Health and Insurance

I. During the Agreement period, the Licensee is encouraged to have and maintain health and accident insurance with minimum coverage of $230.00 per day in hospital benefits and $150.00 in medical benefits, $5,000.00 in surgical benefits, and $50.00 in emergency outpatient benefits per accident or illness.
II. Licensees considered to be matriculated International Students or International Students of the College of Professional and Global Education are required to maintain health insurance, per University guidelines.
III. By signing this Agreement, Licensee acknowledges that group living may exacerbate pre-existing conditions such as, but not limited to, environmental allergies or Asthma. Please consult your physician prior to signing this Agreement.
IV. Licensee suspected of having a communicable disease may be required to isolate or quarantine in their room, another assigned room, or their permanent residence, pending diagnosis and/or for the duration of their prescribed isolation or quarantine period in consultation with the Student Health Center.
    a. Any Licensee exposed to a communicable disease should make an appointment with a physician at the Student Health Center, to discuss the possible exposure, symptoms, and treatment (if treatment is available).
    b. Licensees are responsible for reporting any exposure to a communicable and infectious disease to Housing and the Student Health Center as soon as possible. Examples of communicable and infectious diseases may include but are not limited to: varicella, Mpox, hepatitis, measles, and tuberculosis. In the instance of an outbreak, Housing will follow University and local emergency protocols.
    c. Failure to abide by aforementioned policies (a, b), in consideration for the health and

safety of the Housing and Residence Life community may result in the termination of the Agreement.

7. Occupancy Period

The University grants the Licensee permission to occupy a bedspace within the Premises as a Licensee for the fee period listed below. The assignment of a bedspace shall be made at the discretion of the University. The University reserves the right to adjust the bedspace assignment based on student conduct, administrative need, and bedspace availability without any form of compensation. **All Licensees are required to have a meal plan.**

Academic Year:

I. The Agreement for the fall/spring 2026-2027 academic year begins on Monday, August 17, 2026, and ends at 12 p.m. on Saturday, May 22, 2027. This License Agreement shall become effective on the move-in date designated by the Licensee. If the Licensee does not select a move-in date (or appointment), the effective date of this License Agreement shall be August 21, 2026.
II. Licensees who sign the Agreement before Monday, August 17, 2026, have until the University Add/Drop Deadline to move in. Failure to move in may constitute cancellation of the Agreement with charges, and conditions of section 10 of the License Agreement will apply.
III. Licensees who sign the Agreement on or after August 17, 2026, have 10 days to move in after receiving their room confirmation. Failure to move in may constitute cancellation of the Agreement with charges, and conditions of section 10 of the License Agreement will apply.
IV. This Agreement does not include the summer term.

Early Arrival:

Terms and conditions

I. Additional charges, $100 per night, paid prior to moving in.
II. Must be scheduled by the Licensee at least two weeks in advance. The last day to request an early arrival for fall semester is July 31, 2027.
III. Is granted on a case-by-case basis and is subject to approval. Written approval must be received from the appropriate Housing administrator or designee.
IV. Licensees requesting early arrival may be placed in temporary housing and must transfer on their Move-In appointment date to their assigned bedspace.
V. Licensees approved for an early arrival **must notify Housing 72 hours in advance** if they wish to cancel.
VI. Licensees approved to arrive early are obligated to all Housing Terms and Conditions, and Policies and Regulations during their stay.

Late Check-Out:

Terms and conditions

I. Late Check-Out is granted on a case-by-case basis and is subject to approval. Written approval must be received from the appropriate Housing administrator or designee.
II. Any Licensee who is granted approval will be charged $100 per night and will be obligated to comply with all Housing Terms and Conditions, and Policies and Regulations during their stay.

III. Any Licensee who is not approved for a late check-out will be billed $150 per day until the check-out is completed and will be subject to disciplinary action.

8. Bedspace Assignments and Changes

Bedspace Assignments:

I. Housing will make every effort to assign Licensees to the requested area or community and occupancy type based on preference and qualifications but reserves the right to assign any Licensee to any bedspace based on administrative necessity.

II. **Requests before priority deadline:** If the application and $100.00 non-refundable application fee are received by June 12, 2026, the Licensee's assignment request is processed during the first assignment run.

III. **Requests after the priority deadline:** All other applications will be processed and assigned pending remaining bedspace availability. Applications and payments received after the June 12, 2026, deadline will still be processed but may be placed on a waitlist.

IV. **Inability by Housing and Residence Life to honor Licensee's assignment preferences will not void this Agreement and will not be considered a valid reason to cancel the Agreement.**

V. Roommate assignments are made for same gender only (transgender and gender non-conforming Licensees may complete the Gender Inclusive Housing Application at the time of completing the Housing Application). Roommate matching cannot be processed for the spring semester due to the limited number of bedspaces available.

VI. Every Licensee is assigned to a specific room and bedspace and must occupy only the assigned room and bedspace. Licensees who occupy or utilize a bedspace not officially assigned to them will be charged a $100.00 fee per day, in addition to any damages and cleaning fees.

VII. New Licensees may be assigned at various times during the year; therefore, vacant rooms/bedspaces may become occupied without prior notice.

Room Consolidation

Room Consolidation is the administrative process by which a university's housing department **reassigns students** to **fill vacant beds** in multi-occupancy rooms (e.g. doubles, or triples) that are currently occupied by only one resident. Room consolidation may have to occur as a result of bedspaces not being occupied. Housing reserves the right to change the Licensee's bedspace with a 24-hour notice, when possible, for the following reasons:

I. Health and safety

II. Administrative necessity and/or action

III. As a result of conduct sanctions

Occupancy and Health & Safety Checks

Each semester, Housing reserves the right to conduct occupancy and health & safety checks. Please refer to the Housing Handbook for details.

Room Changes

Request by Licensee

I. No apartment/room changes will occur during the first two weeks of the semester.

II. Room change requests will only be approved during week three and four of the semester.

III. Room changes may result in additional charges. Licensee is responsible for all costs associated with community or occupancy type changes (i.e. double to single, triple to double) because of a

room change. Charges will be assessed immediately following a room change and are due prior to receiving access to the new bedspace.

Mandatory Room Changes

I. Housing reserves the right to change a Licensee's bedspace.

II. Licensees who are required to change rooms will be notified by email and must complete their room change within 48-72 hours of being notified. Failure to complete the room change by the assigned date will incur a $150.00 per day fee, in addition to any damages and cleaning fees, regular room and Meal Plan fees, an improper check out fee, and will be subject to participation in the student conduct process.

   a. **University Apartments:** Licensees must pick up the keys to their new bedspace and return their previous keys to avoid charges for a lock change. Licensees will be given access to their new apartment entry door on their One Card.

   b. **South Village:** Licensees will be informed by Housing of their new bedspace assignment and will be given access to their new room on their One Card.

III. Any Licensee who changes rooms without prior written approval from Housing staff will incur a $150.00 per day fee, in addition to any damages and cleaning fees, and will be subject to participation in the student conduct process.

9. Cancellation of License Agreement

Roommate/community-related issues are not considered grounds for cancellation and will be referred to Residence Life staff.

Cancellation by Licensee Prior to Cancellation Deadline

Licensees may cancel a reservation for a bedspace on or before Friday, July 17, 2026, by completing the cancellation request form found in the Housing Portal.

Cancellation by Licensee After the Cancellation Deadline

Cancellation requests received after the cancellation deadline will incur a 10-day-holding fee, as well as the $60.00 cancellation fee.

A request to cancel a reservation after the cancellation deadline must include Licensee's statement of reasons and **documentation**. Housing may exercise its discretion to grant or deny the request based on the following:

End of Student Status

Licensees are eligible for cancellation if they are no longer enrolled at Cal State LA.

Withdrawal from the University:

I. It is the responsibility of the Licensee to inform Housing of withdrawal status as soon as possible. Approved cancellation requests will result in the following charges:

   a. Prorated bedspace and Meal Plan charges from the date the Agreement began to the date of the cancellation approval.

b. 10-day-holding-fee.

c. $60.00 cancellation processing fee.
d. Any fees associated with damages or excessive cleaning charges found after the inspection of the room. (See Appendix for Damage and Repair costs.)

II. If the Licensee plans to withdraw for the spring semester and does not vacate their assigned bedspace at the end of the fall semester, a daily fee of $150 will be charged until the bedspace is vacated.

Admissions Rescinded:

I. It is the responsibility of the Licensee to notify Housing as soon as possible if their admission to the University has been rescinded. Notification after the start of the Agreement may result in an assessment of the following charges:
   a. Prorated bedspace and Meal Plan charges from the date the Licensee was notified of the University's decision to rescind admission to the date of the cancellation request.

II. If the Licensee has moved into their assigned room, the Licensee will be responsible for the following charges:
   a. Prorated Housing and Meal Plan charges from the date the Agreement began to the date of the cancellation approval.
   b. Any fees associated with damages or excessive cleaning charges found after the inspection of the room. (See Appendix for Damage and Repair costs.)

Mid-Year Graduation:

I. Proof of graduation (i.e. an approved graduation worksheet or a letter from the Office of the Registrar) is required to be submitted as part of the cancellation request.

II. If the Licensee completes the cancellation request with appropriate documentation after November 2, 2026, the Licensee will be charged the $60.00 cancellation fee.

End of International Program:

I. Documentation is required. Licensee must submit a copy of the visa application reflecting the end date of the program.

II. If the Licensee completes the cancellation request with the appropriate documentation after November 2, 2026, the Licensee will be charged the $60.00 cancellation fee.

III. Cancellation requests received after November 12, 2026, may result in an assessment of a 10-day charge, as well as the $60.00 cancellation fee.

Military service where the Licensee needs to report to duty after the start of the Agreement

Licensee is required to provide documentation of military orders.

Extreme Hardship

Extreme hardship is defined as a severe, compelling, and unforeseeable medical or financial circumstance, or the loss of an immediate family member that arises after the execution of the Agreement and is beyond the Licensee's control. Extreme hardship must substantially impact the Licensee's ability to fulfill the terms of the Agreement and must be supported by verifiable documentation.

Housing may deny the request for cancellation, wherein the Licensee shall owe the full fee period of the Agreement (academic year or full spring semester for new spring Licensees), plus any charges for

damages and cleaning, all nonrefundable fees as described in the Payment Options section.

Licensees who have petitioned to cancel and have forged or knowingly provided false information/documentation to Housing will be referred to the Office of Student Conduct for disciplinary action per the Student Conduct Code. Following all of the appropriate cancellation procedures is the responsibility of the Licensee. Cancellation Request forms are available on the Cal State LA Housing Portal.

Refunds may take up to 10 weeks from the official date of move-out.

Medical Hardship:

I. A sudden, serious medical condition or injury affecting the Licensee that prevents continued residency. This must be substantiated by a licensed medical professional's certification detailing the nature of the condition, its onset after the Agreement's execution, and the necessity for alternative housing. Chronic or pre-existing conditions known prior to signing the Agreement do not qualify unless there is a significant, unforeseen change.

    a. Medical hardships will be reviewed by the Office for Students with Disabilities (OSD).

Extreme Financial Hardship:

I. A substantial and involuntary loss of income due to unforeseen circumstances such as full-time job loss, bankruptcy, or the death of a primary financial supporter, directly affecting the Licensee's ability to meet financial obligations. The Licensee must provide supporting evidence, such as termination notices, legal documents, or other verifiable proof. Voluntary resignation, reduction of work hours, or discretionary financial choices do not qualify.

    a. A request for extreme financial hardship must include verification appropriate to the circumstance and must be a loss of income that has occurred since the cancellation deadline on or after Friday, July 17, 2026, [Licensees for the academic year] and on or after Wednesday, December 2, 2026, for new Licensees entering for the spring semester.
    b. Reduced financial aid due to not being enrolled as a full-time student or not wanting to accept student loans will NOT be considered as appropriate reasons to cancel the Agreement.

License Agreement Cancellation Due to Loss of an Immediate Family Member

A Licensee may request cancellation of their Agreement if they experience the loss of an immediate family member and can demonstrate that this loss has caused a significant financial hardship impacting their ability to meet payment obligations. For the purposes of this provision, an **immediate family member** is defined as a parent, legal guardian, spouse, child, sibling, and roommate/ housemate.

I. A certified copy of the immediate family member's death certificate.
II. Documentation demonstrating the financial impact of the loss, such as proof of the deceased's financial contribution to the Licensee's Housing costs, or other relevant financial records.

All requests will be reviewed on a case-by-case basis at the sole discretion of Housing. Additional documentation may be required. If cancellation is approved, fees and refunds will be processed in accordance with the Terms and Conditions of the Agreement.

10. Activity & Development

Licensee is required to pay a **$30.00 non-refundable activity** and development fee each semester.

11. Dining Services

Dates of Service

Full details available on the Village Dining website.

Fall Semester

I. Begins Monday, August 17, 2026, (Lunch) for all meal plans.
II. Ends Wednesday, December 18, 2026 (Last meal dinner)

Spring Semester

I. Begins Friday, January 21, 2027, for all meal plans
II. Ends Saturday, May 21, 2027 (Last meal dinner)

Meal Service Hours

Hours of operation are subject to change.

Meal Plans

Meal plans are required for all Licensees.

Meal plans also include Dining Dollars, which can be used at the Village Market and the Village Commons. Terms, conditions, and Meal Plan details can be found here.

Meal Plan Information

I. Unused swipes do not roll over into the next semester.
II. Unused Dining Dollars will roll from the fall to spring.
III. Unused guest meals expire at the end of each semester.
IV. All unused swipes and Dining Dollars are forfeited at the end of the academic year.

To-Go Boxes

I. To Go Boxes can be purchased at the Dining Commons for $5.00 at the beginning of each semester.
II. Items are permitted to leave the Premises in a “to-go box”.
III. “To-go boxes” must be returned to the Village Commons to be cleaned for sanitation reasons and

will be exchanged for another box.

IV. "To-go boxes" are limited to one per person each entry. No food may be removed from The Dining Commons unless in a "to-go box".

V. Students may not eat in the Village Commons if they are using a "to-go box" on that entry.

Meal Plan Changes and Exemptions

I. Licensees may request to upgrade their Meal Plan at any time.

II. To reduce your Meal Plan or request an exemption, a **Meal Plan Change Request Form** must be submitted on or before:
   a. **Fall semester:** July 17, 2026
   b. **Spring semester:** December 18, 2026
   c. For Housing applications submitted after the 10-day notice period, exemptions can be requested within 10 days of application completion, with supporting documentation.

III. Meal plan exemptions for medical, dietary, or religious reasons may be considered. Supporting documentation must be included with each submission.
   a. Dietary Reasons:
      i. Village Dining will work with Licensees who may have allergies or special dietary needs. Please contact Village Dining if you have dietary concerns.
   b. Medical Reasons:
   Cancellation is restricted to only the most adverse medical conditions.
      i. Licensees requiring Meal Plan accommodations or cancellations for medical reasons must register with the Office of Students with Disabilities (OSD), who will then provide recommendations to Housing.
   c. Religious Reasons:
      i. If you have religious dietary restrictions, a Meal Plan exemption must include supporting documentation on letterhead from your religious leader stating the dietary restrictions.

Policies and Regulations

By signing this Agreement, you acknowledge that you have read and agree to the policies and regulations in the Housing Handbook. Failure to adhere to the policies and procedures as outlined in the Housing Handbook will be subject to the Housing and/or Student Conduct Process, which may result in the revocation of the Agreement.

Dining

As outlined in the Dining section of the Housing Handbook, unacceptable behavior or failure to comply with policies may result in permanent removal from The Village Commons.

12. Nonpayment of License Agreement Fees

By signing this Agreement, Licensee acknowledges that Housing fees are an extension of credit for educational expenses and waives, to the extent permitted by law, the benefit of any legal limitations on liability or enforcement (California Code of Civil Procedure section 360.5).

Nonpayment of Agreement Fees may, at the discretion of the University, result in the following:

I. Assessment of late fees as stated in the Payment Information section.
II. Administrative cancellation of the Agreement and eviction with financial penalties.
III. Withholding of University services pursuant to Section 42380 et seq., Title 5, California Code of Regulations. This may include a hold on class registration.
IV. Offset or garnishment of paychecks, loans, grants, or scholarships payable through the University, or lottery winnings, tax refunds or rebates through the Franchise Tax Board. All reasonable collection costs and charges accrued by Cal State LA during the collection of said amounts are the responsibility of the Licensee.
V. Employment of a collection agency to collect all delinquent amounts. Any attorney fees and other reasonable collection costs and charges accrued during the collection of said amounts are the responsibility of the Licensee.
VI. Notification of default to credit bureau organizations.
VII. Legal action to collect unpaid obligation, including for the recovery of the costs of collection.

13. Administrative Cancellation of the License Agreement

Housing may administratively cancel the Agreement for any of the following reasons:

I. Nonpayment of Agreement fees and the Housing Payment Plan.
II. Failure to comply with the policies and/or regulations referenced in this Agreement and/or the Housing Handbook.
III. Failure to comply with University vaccination policies and other immunization requirements.
IV. If the Licensee is convicted of a misdemeanor or felony committed while residing in Housing—whether on or off campus, involving a University community member (e.g., students, Licensees, staff, or faculty), or otherwise related to the University.
V. Failure to maintain student status at the University through academic dismissal or any other withdrawal, as Licensees must be matriculated and/or enrolled in the regular academic program at Cal State LA or have approval from the Housing Director or designee to reside on the Premises. Students will be considered persona non grata.
VI. Possession of firearms, knives (other than common eating utensils), ammunition, fireworks, explosives, or dangerous chemicals.
VII. Physical or threat of abuse to any campus community member.
VIII. Falsification of any legitimately required information requested by the University.
IX. An emergency in which the peaceful and orderly operation of the University, or the health and safety of any person, is or may be jeopardized.
X. **Administrative necessity of the University:** The University may suspend or terminate housing due to *force majeure*, including but not limited to natural disasters, construction, vandalism, civil disorder, legal compliance, labor disputes affecting essential services, or unforeseen overbooking caused by lower-than-expected cancellations and/or occupancy.
XI. Inability of the Licensee to adequately care for themselves, including failure to maintain personal hygiene, health, or the Premises in a safe and sanitary condition, where such condition poses a risk to the health, safety, or well-being of the Licensee or others, or results in repeated violations of Housing policies. Such circumstances may be addressed through administrative action by Housing and may occur independently of, or in coordination with, the Student Conduct process. Administrative actions taken under this section are separate from, and may occur in addition to, any action taken through the University Student Conduct process. Housing reserves the right to take immediate administrative action, including reassignment or termination of this Agreement, when necessary to protect the health,

safety, or well-being of the Licensee or the residential community.

XII. Licensees are required to respond to official University communications or attend meetings from Housing and Residence Life, the Dean of Students, or other authorized University officials within the timeframe specified, or if no timeframe is provided, within a reasonable period. Failure to respond or meet may result in administrative action.
Administrative action may include, but is not limited to, temporary deactivation of the Licensee's One Card or other access credentials to the Premises until the Licensee complies with the request for communication or meets with the appropriate University official. Continued failure to respond or comply may result in further action, including referral to the Student Conduct process and/or termination of this Agreement in accordance with Section 13 (Administrative Cancellation of the License Agreement). Such administrative actions are intended to ensure timely communication, support student well-being, and maintain the safety and operational integrity of the residential community.

The University may initiate eviction proceedings through the service of a three-day eviction notice on the Licensee, except in cases of emergency. Licensees will be assessed charges according to Terms and Conditions, section 4 and payment fee period.

14. Refunds for Cancellations or Rescission

Fee refunds for the cancellation or rescission of this Agreement shall be governed by the provisions of

section 42019 of Title V of the California Code of Regulations. Refunds may take up to 10 (ten) weeks to be processed.

15. Construction & Renovation

Construction and/or remodeling may result in disturbances and disruptions, including but not limited to, increased noise and dust surrounding campus Premises, as well as power, water and sewer interruptions. By signing this Agreement, Licensee agrees that they have been advised of potential and intermittent construction and acknowledges disturbances and disruptions (including noises, dust, periodic breaks in water or other utilities, etc.) are not grounds for termination of this Agreement.

16. Additional Policies and other Miscellaneous Terms

This Agreement is subject to the regulations contained in Title V of the California Administrative Code (California Code of Regulations), Sections 42000-42103. Licensee agrees to comply with the Student Code of Conduct, the Housing Terms and Conditions, and Policies and Regulations within this Agreement, and the Housing Handbook and any subsequent amendments. Neither this Agreement nor the license provided herein shall be assigned or sublet.

I. Neither this Agreement nor the license provided herein shall be transferred except as permitted in section 9.
II. It is understood and agreed by Licensee and the University that no lease or any other interest in real property is created by this Agreement.

Repair and/or construction projects may be necessary. Scheduled projects requiring entry into Licensee's room will result in the University notifying Licensee. Emergency repair will not require notification. Licensee is responsible for safeguarding their belongings.

Housing values the academic success of all Licensees. If the academic progress of a Licensee is deemed to be in jeopardy, information related to student academic performance (including grades) may be released to appropriate professional staff.

Maintenance of Premises

Housing shall provide Licensee with the furnishings in the condition noted in the Room Condition Report or Apartment Condition Report.

I. The definition of premises is the specific physical space the licensee is permitted to occupy. For the South Village, these are the rooms and community areas such as bathroom, kitchen, study lounge, TV Lounge, and the community laundry room. For the apartments, there are bedrooms and shared spaces inside the apartment such as the bathroom, kitchen, pantry, dining room, living room, patio, and the community laundry room.
II. The Licensee shall, always, clean and maintain the Premises in good order and repair.
III. The Licensee shall maintain the Premises in a clean, sanitary, and orderly condition at all times, including the regular cleaning of the kitchen, bathrooms, and all shared or common areas. The Licensee shall operate the bathroom exhaust fan prior to bathing, during use, and for a minimum of thirty (30) minutes thereafter to ensure proper ventilation and moisture control, in order to prevent excess moisture, mildew, and potential damage to the Premises.
IV. The Licensee agrees not to disturb the Premises or its environment.

V. The Licensee agrees to recognize the importance of maintaining the Premises as an environment that is conducive for fellow students to study, live and sleep.

VI. The Licensee agrees to give reasonable care to their living environment and its furnishings and to make payment for any damage or loss promptly upon request by Housing.

VII. The Licensee's security deposit, or a portion thereof, may be expended for the purpose of payment of such costs.

VIII. Licensee shall make no alteration to the Premises including but not limited to putting holes in the wall, repainting, adding hooks, etc.

IX. Directives of the State of California concerning energy conservation will be enforced. Utilities (electricity, gas, air conditioning and water) may be limited upon directives or policies of the State of California, the CSU, or Cal State LA.

X. The University is not responsible for any damage, destruction, loss or theft of the Licensee's personal property that is or was located on the Premises at any time, including periods when the Licensee is not in occupancy or after the Agreement period has expired. The Licensee bears sole responsibility and discretion as to the securing, protecting, and insuring against damage of their personal property. The Licensee acknowledges that the University has no insurance to cover the personal or property damage of the Licensee. It is recommended that the Licensee purchase their own renter's insurance for full protection.

Abandonment by Licensee

Except as permitted in section 14, termination of this Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due to the University for so long as the University does not terminate Licensee's right to possession.

Disposition of Property

Any property of Licensee remaining on the premises after abandonment, eviction or termination of this Agreement may be placed in storage or disposed of through sales, donation, or in such manner as the University determines in its sole discretion. In the case of abandonment, the University may, at its discretion, keep or dispose of the items worth less than $300.00 if the Licensee has not requested the return of the property within 15 days of receipt of notice (18 days if the notice is sent by mail). In cases where property has been lost or is otherwise unclaimed and is worth $300.00 or more, the University, after three months, may sell the items at a public auction. A reasonable storage fee will be charged before the return of property. Property may be claimed by Licensee or authorized agent upon payment of storage charge in full. Any property of the Licensee remaining on the Premises may be removed and stored by the University at the expense and risk of the Licensee and will be disposed of pursuant to the laws of the State of California as outlined in Title 5, California Code of Regulations, Section 42375 (Care, Restitution, Sale or Destruction of Lost Property); and Section 42376 (Proceeds of Sale). Licensee releases the University from any liability for any damages or loss to property disposed of in the manner described above.

Destruction or Unavailability

The University may cancel this Agreement if, due to circumstances not reasonably foreseeable at the time of its execution or beyond the control of the University at any time, the Premises or the Licensee's bedspace are destroyed or become unavailable.

If personal property is damaged, lost, etc. because of an incident involving weather and other instances beyond the University's reasonable control, the University is not responsible for personal items. Licensee will be encouraged to submit a claim with the CSU Chancellor's Office.

Notice of Vacating

Any Licensee who requests to vacate shall give at least thirty (30) days written notice of intention to vacate and the reasons thereof. The University, using the standards established pursuant to Section 42017, may grant or deny the request to vacate.

Vacating the Housing Premises

Licensee shall vacate the Premises to which the Licensee is assigned on the expiration of the license period, or upon revocation of their license to use the facilities, or termination of this Agreement, whichever occurs first. (See “Check in/ Checkout," under Housing Terms and Conditions, and Policies and Regulations).

Any Licensee who does not vacate the Premises as required by this section shall be evicted in the manner provided by the laws of the State of California and charged a daily rate through the length of stay. The University may charge any other applicable fees or charges. The matter shall be referred to the CSU Office of General Counsel for appropriate legal action.

Any property of the Licensee remaining in the Premises may be removed and stored by the University at the expense and risk of the Licensee and will be disposed of pursuant to the laws of the State of California as outlined in Title 5, California Code of Regulation, Section 42375 (Care, Restitution, Sale or Destruction of Lost Property); and Section 42376 (Proceeds of Sale).

Right of Entry

The University shall have the right to enter the premises occupied by Licensee for the purposes of emergency, health, safety, maintenance, inspection, management and enforcement of applicable rules and regulations, or for any other lawful purpose. Housing shall give Licensees reasonable notice of intent to enter including date, approximate time and purpose unless an emergency situation has occurred and/or concern of well-being or potential of harm is present, and entry is required immediately. In non-emergency situations, Licensees shall be notified 24 to 48 hours in advance. The University shall exercise this right reasonably and with respect for the Licensee’s privacy and study needs.

Communication

All Licensees are automatically enrolled in an email communication list by Housing. Email is one of the main tools that Housing uses to communicate with Licensees about many topics, including, but not limited to: general announcements, services, facilities issues, and emergency information. Licensee is responsible for monitoring their University email as the primary communication channel. Licensee will be held accountable for the information contained in all email communications from Housing and may not opt out of such email communication list.

Media & Photography

Licensee grants permission to the University, its employees, and agents, to take and use visual/audio images. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSU will not materially alter the original images. Licensee agrees that CSU owns the images, and all rights related to them. The images may be used in any manner or media without notifying Licensee, such as University-sponsored websites, publications, promotions, broadcasts, advertisements, posters, and theater slides, as well as for non-University uses. Licensee waives any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

Licensee releases CSU and its employees and agents, including any firm authorized to publish, broadcast and/or distribute a finished product containing the images, from any claims, damages or liability which

Licensee may ever have in connection with the taking or use of the images or printed material used with the images.

Commercial Solicitations

Commercial solicitations, sales, and advertising, either verbal, printed, and/or online are not permitted in the Premises, except by authorized vendors and Housing staff, and as permitted by the posting policy. This includes, but is not limited to, the residential areas, the courtyards, Dining Commons, and Premises grounds, and surrounding parking areas and sidewalks.

Non-Waiver/Waiver

The waiver of any breach of a term or condition of this Agreement shall not constitute a waiver of any subsequent breach. The waiver by the University of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant, or condition contained herein. The subsequent acceptance of rent hereunder by the University shall not be deemed to be waiver of any preceding breach by Licensee of any term, covenant, or condition of this Agreement, other than the failure of Licensee to pay the particular rental so accepted, regardless of University's knowledge of such preceding breach at the time of acceptance of such rent.

Hold Harmless

Licensee agrees to indemnify and hold the University harmless from any and all claims arising from Licensee's use or occupancy or other acts that are improper, illegal or a violation of the Agreement.

Taxable Possessory Interest

It is the position of the University that this 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 may assess Agreement.

Successors in Interest

The University retains the right to transfer its interest and obligations under this Agreement. The Licensee may not assign or transfer their rights or obligations under this Agreement without the written permission of the University. The Licensee may not sublicense or sublet the Premises to, or permit the occupancy of the Premises by, any other person without the written permission of the University.

Megan's Law

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and zip code in which they reside.

California State University, Los Angeles is providing this notice in compliance with a legal requirement. This notice is not intended as a statement or implication that any University Premises is susceptible to the activities of or has experienced any problems with sex offenders. This notice is only intended to make the law widely known.

Eagle Alert

Licensee agrees to sign up for Eagle Alert, an alert and warning communication system designed for warning students, Licensees, staff and faculty in the event of a natural disaster or other emergency on-campus.

Community members can add cell phones with text messaging, email accounts, land lines, and TTY/TDD devices on which to be alerted about emergencies.

Census

The University is required to participate in the U.S. Census. The University may need to provide information about the Licensee in order to fulfill this requirement. The University may provide contact information for Licensee so that U.S. Census Bureau staff may contact Licensee directly.

Emergency Contact Information

Licensee agrees to provide requested emergency contact information prior to moving into the Premises when completing the application on the Housing Portal. In in case of an emergency (ex. transport, etc) Housing & Residence Life has the right to contact an emergency contact?

Missing Persons

Each Licensee is asked to identify a missing person contact and telephone number to be contacted in the event the Licensee is determined to be missing. This person may be different from the other emergency contacts.

Licensees are advised that their contact information will be registered confidentially. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

The Department of Public Safety will be notified in the event a Licensee is determined to be missing. If the Licensee is under 18 and not emancipated, a parent or guardian must be notified within 24 hours of the determination that the Licensee is missing, in addition to notifying any additional contact person designated by the individual.

Campus Safety Act

The Cal State LA Department of Public Safety works hard to ensure that everyone in the Cal State LA community is aware of safety issues that may affect them. The Campus Safety Act, also known as the Jeanne Clery Act, requires universities to report annual crime statistics, provide timely warnings of serious crimes when there may be a threat to others, and to keep a public log of campus incidents. Cal State LA is in full compliance with this federal mandate, and our Safety and Security Reports are available to the entire campus community. For more on the Campus Safety Act, see the Cal State LA Department of Public Safety's website at Campus Safety Report| Cal State LA.

Evacuation Assistance for Persons with Disabilities

Cal State LA is committed to ensuring the safety of all students, including those with disabilities or

temporary injuries that may impact their ability to evacuate in the event of an emergency. In collaboration with campus "Emergency Managers", Residents are responsible for communicating with Housing & Residence Life their specific needs for evacuation in case of an emergency. Residents are encouraged to meet with the Office of Students with Disability to further seek support and guidance.

Self-Identification Requirement

Licensees who have a disability or injury that may prevent them from using stairs during an evacuation are required to notify Housing as soon as possible. This notification will allow Housing staff to work with Emergency Managers to develop a safe and effective evacuation plan tailored to the individual's needs.

Voluntary Inclusion on Assistance Lists

Licensees who require ongoing evacuation assistance will have the option to be included on an Evacuation Assistance List, which will be shared with campus Emergency Personnel to ensure help during an emergency. Inclusion on this list is voluntary but strongly encouraged for those who may need assistance.

This process is a collaborative effort between Licensees, Housing staff, and Emergency Managers to ensure that everyone is prepared in the event of an emergency. We encourage Licensees to reach out with any questions or requests for additional assistance.

Insurance

Automobile

Licensee agrees to accept financial responsibility for any loss or damage to personal property or personal vehicle belonging to Licensee and their guests and invitees that may be parked on or near the Cal State LA campus, caused by theft, fire, vandalism or any other cause. Housing assumes no liability for any such loss. It is suggested that Licensee obtain and maintain throughout the term of the Agreement a policy of automobile insurance from a recognized insurance firm, covering Licensee's liability and personal property damage (if Licensee utilizes the Campus parking lots/structures). Housing assumes no responsibility for damages to vehicles caused by leaks from pipes or from liquids seeping through floors or walls.

Renters

The University is not responsible for damage, destruction, loss, or theft of the Licensee's personal property that is or was located on the Premises at any time, including periods when the Licensee is not in occupancy or after the Agreement period has expired. The Licensee bears sole responsibility and discretion as to the securing, protecting, and insuring against damage of their personal property. The Licensee acknowledges that the University has no insurance to cover the personal or property damage of Licensee, so during the period covered by this Agreement; the University highly recommends that Licensee, at their expense, obtain and maintain throughout the term of the Agreement a policy of insurance, such as a renter's policy, from a recognized insurance firm, covering Licensee's liability and personal property damage.

17. Visitors and Guests

A visitor or guest is defined as any person who is visiting a room or apartment where they do not live. This includes other Cal State LA students and Licensees of other campus residence halls or apartments.

I. Licensees are considered the hosts of their guests and, as such, must accompany their guests at all times while on the Premises.

II. The exterior doors of all the residence halls are locked 24 hours a day. Visitors are only permitted to enter a building with the escort of the host. Entrance by any other means is not permitted. Uninvited guests are not welcome in the residence halls. Permitting uninvited guests into these areas is in violation of Housing security policies.
III. Any problems created by a guest are the responsibility of the sponsoring Licensee. Licensees are expected to inform their guests of all Housing and University policies and will be held to the Student Code of Conduct and financially accountable for their guests' actions.
IV. Unescorted individuals found on the Premises will be escorted off Premises and/or be cited by the University Police for criminal trespass.
V. Guests must abide by all Housing and the University policies. Licensees are responsible for their guests' behavior and for any damage caused by their guests (Article 5, Section 42007 of Title 5, California Code of Regulations).

Licensees have the basic right to privacy in their assigned room. It is the responsibility of the Licensee who plans to have a guest to inform their housemates and/or roommates prior to the guest's arrival, and to gain approval from their housemates and Housing. Guests are not allowed in apartments or bedrooms between the hours of midnight–9 a.m. unless they are registered and approved in advance.

I. All roommates must be consulted and agree to guest visitation. Although any guest can be denied permission to stay by a roommate, roommates should consider allowing reasonable accommodation to guests in promotion of a harmonious living environment.
II. Licensees who deny their roommates permission to have a guest should have specific reasons why the guest has been denied permission to visit. Guests may not sleep in building lounges or public areas. It is a violation to knowingly have a guest in the residential community who is not approved.
III. Licensees shall secure approval from Housing one week prior to permitting any guests to make overnight use of the Premises such as but not limited to, sleeping or shower facilities, or other facilities generally made available only to Licensees (Article 5, Section 42005 of Title 5, California Code of Regulations).
IV. Failure by Licensee to secure approval for overnight guests shall be grounds for disciplinary action [Article 5, Section 42014 of Title five (5), California Code of Regulations] including being charged $100 for each day that a non-approved guest resides in Licensee's apartment. A Licensee may have no more than two approved guests. The length of stay for any guest cannot exceed three (3) consecutive nights in a month and no more than nine (9) nights total per semester.
V. Guests who have their pets with them are restricted from entering apartments, rooms, and any residential buildings. Limitations: Each Licensee is allowed a maximum of two (2) Guests.
VI. For Housing Phase I and II, there shall be no more than eight (8) people, including Licensees, allowed in a two-bedroom apartment/patio at any given time. No more than sixteen (16) people, including Licensees, are allowed in a four (4) bedroom apartment/patio at any given time.
VII. For GEA apartments there shall be no more than four (4) people including the Licensees in the one and two-bedroom apartments and no more than six (6) people including the Licensees in the suite style apartments.
VIII. For South Village, there shall be no more than four (4) people in one room at any given time.
IX. Based on prior behavior, Housing may designate any guest as a non-approved guest and restrict them from being present in all or part of the residential community. The University Police will also be notified when individuals are declared non-approved guests.

X. For the comfort of roommates, younger children/minors should not stay on the Premises.
XI. All specific guest regulations are to be determined and mutually agreed upon by the roommates within each room/ apartment. If consensus cannot be met independently, the Resident Advisor may create a written Agreement with the roommates, which is binding and enforceable via our student conduct process.
XII. Additional restrictions may apply during certain times of the year when heightened security is necessary to protect the Premises and its Licensees, which can include citywide events or campus events that greatly affect the Premises and surrounding area and events which create crowd control concerns. All Licensees are expected to comply with temporary policy additions during these times.

Roommate/guests concerns should be taken to your Residence Life Staff member as they can assist with many conflicts.

18. Payment information

Application fee

A non-refundable application processing fee of $100.00 is required when submitting an application for bedspace. No applications will be processed without payment of this fee.

Health & Safety

Routine Health & Safety checks will occur throughout the term of this Agreement. Licensees who have failed a Health & Safety check may be charged additional fees at checkout should the reason for failure have caused permanent or semi-permanent damage to the unit. (See Appendix for Damage and Repair costs.)

Late Fees

Payments must be posted to the Licensee's account by the specified due date, or a $25.00 late fee will be charged. Late fees will continue to be assessed throughout the delinquency process. Late fees charged are nonrefundable.

Payment Schedules

Licensees will be billed by the semester. Each payment due date corresponds with the campus due date as set by the Student Administration and Finance Office.

Payments may be made:

I. **Online:** Payments can be made via Transact using a credit card, debit card, or electronic check. A nominal service charge applies.
II. **In-Person:** Visit One Stop Financial Services, Student Services Building, Room #2380. Office hours are Monday-Friday, 8 a.m. to 5 p.m. *(Note: In-person credit/debit card payments are not accepted; they are only accepted online via Transact.)*

Prorated Fees

If Licensee contracts after the first day of the fee period, rent and Meal Plan will be prorated.

Lockout Fees

The following lock out charges apply for the 2025-2026 academic year.

Number of lockouts	Cost
First	No charge
After the first lockout	$10 for each additional lockout
After the third lockout	$10 + a Letter of Formal Warning from a Housing Conduct Officer
After the seventh lockout	Sanctioned fees + Housing Probation
After the tenth lockout	Licensee may be removed from Housing

Key/One Card replacement

I. **South Village:** If South Village Licensees lose their One Card, they must purchase a new ID from the One Card Office.

II. **Apartments:** If apartments Licensees and they lose their keys, they must immediately report it to Housing and Residence Life to ensure the safety and security of the Licensee's apartment. Lost keys may result in a charge of up to $100.

Appendix

Damage and Repair Sheet

Each Licensee must give reasonable care to the room/apartment, its furnishings, and common areas. Licensees are expected to maintain sanitary and safe conditions acceptable to the University. Licensees will pay for any damages to Premises (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a specific individual or group, but was in substantial part caused by individuals, groups, or invited guests acting from within the residence community, the residents of the hall or complex will be charged collectively. Licensees may also be referred to the Housing judicial system.

When Licensees occupy the same room/apartment and responsibility for damages or loss in the room cannot be determined by Housing, the cost of damages or loss will be divided and assessed equally amongst the Licensees. Any malicious damage to the Premises' buildings, grounds, or other facilities is prohibited.

To avoid unnecessary or inaccurate damage charges, Licensees should thoroughly review the Room/Apartment Condition Report upon check-in (found under "Inspection Form" in the Housing Portal). If there is disagreement with the initial assessment of the room's condition, Licensees must note as such on the Room/Apartment Condition Report and meet with the Residence Life staff within five working days of check-in to have all copies of the Room/Apartment Condition Report amended. Licensee has the right to request to receive documentation after inspections for purposes of transparency.

Cleaning, Repair, and Replacement Costs

Please note, these are estimated costs and subject to change. Charges are assessed based upon Check-out Room Condition Reports or upon discovery of damages at other times. Licensees are not charged for normal wear-and-tear, or for damages noted on Check-in Room Condition Report forms.

Cleaning	**Charges**
Biohazard fee for cleaning involving body fluids	$60 per incident
Carpet in apartments per bedroom	$120
Carpet in SV rooms – stains cleaning	$120
Excessive mildew in shower - cleaning	$75 per bathroom
Blinds/Shades charge due to excessive soil or staining	$50 minimum
Residence Halls - cleaning/trash removal required	$50 per Licensee
Residence Halls - extensive cleaning/trash removal required	$75 per Licensee
Residence Halls - failure to clean/remove trash	Full cost @ $50/hour
Apartments - cleaning/trash removal required	$50 per Licensee
Apartments - extensive cleaning/trash removal required	$75 per Licensee
Strong Odor - Remediation Fee (Body, Smoke, and Pet Urine Odors)	$200 per Licensee
Damages	**Charges**
Burn damage (cigarettes, incense, etc.)	$50 minimum
Burn / smoke damage (fire incident)	Full cost of repair
Carpet - full replacement (major damage-irreparable)	Full cost to replace
Blinds- sliding glass door (irreparable damage)	$100 minimum
Curtain or shade - replace (irreparable damage)	$65 minimum
Damage caused by pet	Cost of repair/cleaning
Door - missing room number plaque or peep hole	$40 per item
Door - repaint	$50 per side
Door - sliding glass - frame damage	Cost of repair
Door - sliding glass - glass replacement	$400 minimum
Door - sliding glass - screen - rescreen	$75 per door
Furniture moved - not in proper room	$25 per hour
Furniture - reassemble bed (disassembly not authorized)	$100
Wall - remove anchors	$20 per anchor
Wall - glow-in-the-dark stickers	$25 per hour
Wall - paint ceiling	$150 per room
Wall - paint full room	$375 per room
Wall - paint full wall	$100 per wall
Wall - repair due to excessive damage (dart holes, etc.)	$100 minimum per wall
Wax - damage	$50 per area
Window - reglaze	$450 minimum
Window - screen frame bent, lost	$40 minimum per screen
Window - sill repair	$50 minimum

Lock and Key Charges	$75 minimum
Furniture and Fixture Replacement	**Charges**
Bedframe parts missing, misc.	$50.00
Bedframe replacement	$270.00
Bookshelf	$150.00
Desk chair	$125.00
Desk	$270.00
Desk pedestal	$180.00
Dresser	$300.00
Light fixture lens	$50.00
Mattress	$175.00
Mirror	$130.00
Smoke alarm	$220.00
Wardrobe cabinet	$550.00
Coffee table	$500.00
Couch (3-cushion)	$1,000.00
Couch (1-cushion)	$900.00
Ottoman	$800.00
Dining table	$400.00
End table	$300.00
Lounge chair	$500.00
Door closer	$125.00
Thermostat	$225.00
Vacuum cleaner	$200.00
Miscellaneous charges	**Charges**
Misc. hourly labor charge (7 a.m. – 5 p.m.) Monday - Friday	$50 per hour
Misc. hourly labor charge (Afterhours/Nights/Weekends)	$100 per hour

This Agreement is subject to change without notice.