



CANCELLATION / TERMINATION POLICY

2020-2021

If a resident needs to cancel or terminate their license agreement, they may complete the cancellation/termination request online at CSUSM.edu/Housing under the "Forms and Info" tab. Proper documentation is required. Requests may take 5-10 business days to process. The \$300 administrative fee is non-refundable, and all cancellation/termination fees are an additional cost.

On or Before July 29th, 2020

If cancellation request and supporting documentation is received by the office on or before July 29th Licensee will not be charged a cancellation fee.

On or after July 30, 2020

If cancellation request and supporting documentation is received by the office on or after July 30, Licensee will be charged a cancellation fee equal to \$50 per day from August 28th, 2020 to the effective date of cancellation which is 30 days after receipt.

A cancellation request is a request to cancel the license agreement prior to the resident taking occupancy, and a termination request is to terminate the license agreement after the resident takes occupancy.