



CANCELLATION / TERMINATION POLICY

2021-2022

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 27, 2021 with at least 30 days' notice where request is approved

If cancellation request and supporting documentation is received by the office on or before July 27, 2021, Licensee will not be charged a cancellation fee.

On or after July 28, 2021 until August 26, 2021 with less than 30 days' notice.

If termination request and supporting documentation is received by the office on or after July 28, 2021 with less than 30 days' notice, and the request is accepted by Licensor who also waives notice, then Licensee will be charged a daily rate of \$50 beginning on the first day in which they could take occupancy of the space until to the last day of occupancy (or end of the notice period, whichever is longer), or the License Fee, whichever is less.

On or after August 27, 2021 with at least 30 days' notice

If Licensor agrees to waive the 30-day notice, then Licensee will not be charged a cancellation fee. If Licensor does not waive notice, but agrees to grant the request to cancel, then Licensee will be charged a daily rate of \$50 beginning on the first day in which they could take occupancy of the space until to the last day of occupancy (or end of the 30-day notice period, whichever is longer), or the License Fee, whichever is less.

If Licensor does not waive the notice and does not grant the request to cancel, then Licensee is liable for the entire License Fee.

On or after August 27, 2021 with less than 30 days' notice

If Licensor agrees to waive the 30 day notice, then Licensee will be charged a daily rate of \$50 beginning on the first day in which they could take occupancy of the space until to the last day of occupancy (or end of the notice period, whichever is longer), or the License Fee, whichever is less.

If Licensor does not waive notice, but agrees to grant the request to cancel, then Licensee will be charged a daily rate of \$50 beginning on the first day in which they could take occupancy of the space until to the last day of occupancy (or end of the 30-day notice period, whichever is longer), or the License Fee, whichever is less.

If Licensor does not waive the notice and does not grant the request to cancel, then Licensee is liable for the entire License Fee.

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.