# Cancellation/ Termination Policy

## 2023-2024

If a resident needs to cancel or terminate their license agreement, they may complete the cancellation/termination request online at www.csusm.edu/housing under the "Forms and Info" tab. Proper documentation is required. Requests may take 5-10 business days to process.

The $50 application fee and $250 license fee are non-refundable, and all cancellation fees are an additional cost.

### Cancellations Prior to the Academic Year

<table>
<thead>
<tr>
<th>Notice Period and Reason</th>
<th>Fees Owed</th>
</tr>
</thead>
</table>
| **UVA and North Commons, on or before July 25, 2023**         | • No License Fee will be due.  
• Both the $50 non-refundable Application Fee and $250 Licensing Fee will be forfeited. |
| **QUAD, on or before July 24, 2023**                          |                                                                                               |
| On or after July 25, 2023, through August 24, 2023            | • License Fee will be pro-rated through the 30th day from the date notice was given.         |
|                                                              | • Both the $50 non-refundable Application Fee and $250 Licensing Fee will be forfeited.       |

### Cancellations During the Academic Year (the Fee Period)

When the Licensee gives at least 30-day’s notice prior to move-out and cancels for the following reasons:

- December graduation
- Withdrawal, leave of absence, transfer to another institution, or other non-enrollment for spring semester.
- Financial hardship creating an inability to afford housing costs. Must be supported by appropriate documentation.
- Family/personal hardship creating an inability to continue living on-campus. Must be supported by appropriate documentation.
- Significant medical or health-related hardship creating an inability to continue living on-campus. Must be supported by appropriate documentation. CSUSM Disability Support Services may be consulted to determine if a reasonable accommodation may mitigate the need for cancellation, and if so, cancellation may be denied.

When the Licensee gives notice of the following circumstances 30-days in advance or as soon as knowable to the Licensee, whichever is later:

- Spring departure for CSUSM approved academic program away from campus
- International student only enrolled for fall
- International student enrollment withdrawn due to revocation or denial of a U.S. Visa.
- Military orders

When the Licensee gives less than 30-day’s notice prior to move-out and cancels for the following reasons:

- December graduation
- Withdrawal, leave of absence, transfer to another institution, or other non-enrollment for spring semester
- Licensee has a financial hardship and is unable to afford housing costs. Must be supported by appropriate documentation.
- Licensee experiences a significant medical or health-related hardship and is unable to live in the student housing. Must be supported by appropriate documentation. CSUSM Disability Support Services may be consulted to determine if a reasonable accommodation may mitigate the need for cancellation.