

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

Notice Period and Reason	Fees Owed
UVA and North Commons , on or before July 25, 2023 QUAD , on or before July 24, 2023	<ul style="list-style-type: none"> No License Fee will be due. Both the \$50 non-refundable Application Fee and \$250 Licensing Fee will be forfeited.
On or after July 25, 2023, through August 24, 2023	<ul style="list-style-type: none"> 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.

- License Fee will be pro-rated through the last day the Licensee occupies the space.
- The \$50 non-refundable Application Fee and \$250 Licensing Fee will be forfeited.

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- International student enrollment withdrawn due to revocation or denial of a U.S. Visa.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

- License Fee will be pro-rated through the last day the Licensee occupies the space.
- The \$50 non-refundable Application Fee and \$250 Licensing Fee will be forfeited.

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.

- License Fee will be pro-rated through the last day the Licensee occupies the space.
- The \$50 non-refundable Application Fee and \$250 Licensing Fee will be forfeited.