

Office of Housing and Residential Life  
The Villages at CSUSB  
Fee Schedule Supplement

Resident student accounts will be charged for housing at the beginning of each quarter. By signing the License Agreement, you agree to make payments to the University in accordance with the Villages Calendar and Fee Schedule at the beginning of each quarter. ***\*Reminder: all payments collected will be posted to the balance on your student account.***

You have the option of making payments quarterly (in full) or in 9 monthly installments on the 5<sup>th</sup> on each month. It is the licensee's responsibility to make all the payments by the due dates.

The license agreement is a contract in which you agree to pay for campus housing for the entire academic year.

- ◆ **Deadlines and required payments:** To apply for housing, you must submit a Student Housing Agreement, minimum applicable monthly payment, a \$25.00 non-refundable application fee, and (optional) \$20.00 activity fee. Applications will be considered pending and not eligible for assignment until all documents and payments are received. The completed application date is used in determining assignment priority. Early completed applications are highly encouraged. Actual assignment is based on availability, eligibility, and the date of the completed application.
- ◆ **Due Date:** Payments are due on the 5<sup>th</sup> of each month and are considered late after the 15<sup>th</sup> of the month.
- ◆ **Late Fees:** All payments made after the due date are subject to a \$10.00 late charge if payment is not made by the 15<sup>th</sup> of the month and a hold may be placed on your records. A license may be cancelled (or not renewed) for reason of non-payment or for multiple late payments. Partial payment of any due amount does not necessarily exempt the student from assessment of late fees.
- ◆ **Service charge:** A non-refundable \$5.00 service fee per installment will be charged if Licensee elects to pay rental charges on the installment plan (maximum of \$45.00 per academic year).
- ◆ **Non-refundable \$25.00 application fee and a \$20.00 activity fee.** These one-time fees are paid each academic year. Activity fees are used for community programming, recreation equipment, and social events, membership is encouraged.
- ◆ **Dishonored/returned check fee:** The University charges a \$25.00 fee for the first occurrence and \$35.00 for the second occurrence.
- ◆ **12-month contracts** are available only in **June** of each year. At the end of the contract period, each eligible 12-month contract will receive a credit for the 12<sup>th</sup> month. This credit will be applied to the student account at the end of the academic year. Cancellation of a contract will terminate the terms of the 12-month agreement.
- ◆ **Mail Housing License and Payments to:** **CSUSB Housing and Residential Life**  
**6000 University Parkway**  
**San Bernardino, Ca 92407**

### **Payment Options**

*\*Reminder: All payments received here will be posted to the balance on your student account.*

#### **Quarterly:**

This plan allows students to pay their quarterly housing payment in full at the beginning of each academic quarter. Students who pay their payments in full will not be assessed the \$5.00 service charge. **This option is not available for students who receive Financial Aid.**

#### **Installment Plan:**

This plan is designed to meet the needs of students who would prefer to have their payments made on an installment basis. Payments are due on the 5<sup>th</sup> of the preceding month, beginning in August and ending in May of each academic year. A \$5.00 service charge fee is added to each payment for a maximum of \$15.00 per quarter or \$45.00 per academic year.

Financial Aid recipients will be assessed a \$5.00 service charge per quarter and \$5.00 for each subsequent payment for a maximum of \$15.00 per quarter or \$45.00 per academic year.

### **IF YOU WISH TO PAY WITH FINANCIAL AID**

This plan is for students who will be receiving financial aid (except Federal Work Study FWS). Earnings from Federal Work Study are not included since amounts earned from this program are paid directly to you. If your financial aid is not awarded, or is less than anticipated, you will be required to pay the regularly scheduled payment by the regularly scheduled dates. **You are personally responsible for the full payment of your housing fees regardless of how much your financial aid does or does not pay.** If you have any questions about your financial aid, please contact their office at (909) 537-5227 or their web page <http://finaid.csusb.edu/>. Please include a copy of your CSUSB Financial Aid Award letter for the academic year for which you are applying.

#### **If you are receiving an academic year financial aid award of less than \$6,000...**

Since the majority of your aid will be needed to pay for registration and other academic related fees, there will be very little aid, if any left over to pay for your housing fee. So you should plan on paying the majority of your housing payments "out of your own pocket" according to the License Fee Schedule. **Reminder: To apply for housing, you will need to pay the first month, application fee, and activity fee.** Please see the Fee Schedule for the various room assignment payment amounts.

#### **If you are receiving an academic year financial aid award of more than \$6000...**

You may have enough to cover at least your first month's rent payment. If you are receiving an academic year award of at least \$6,000 including Pell Grants, Supplement Education Opportunity Grant (SEOG), State University Grant (SUG), Educational Opportunity Grant (EOP), Perkins Loan, Cal Grant and any other CSUSB grant or scholarship, funds awarded will be credited directly to your student account. All outstanding charges due to the University including registration and housing charges will be paid from this account. **Reminder: To apply for housing, you will need sufficient aid to pay the first month, application fee, and activity fee.** Please see the Fee Schedule for the various room assignment payment amounts.

**Applications will be considered pending and not eligible for assignment until all documents and payments are received. The completed application date is used in determining assignment priority so early completed applications are highly encouraged. Actual assignment is based on availability, eligibility, and the date of the completed application.**